

THE AMERICAN ARCHIVIST

Volume X

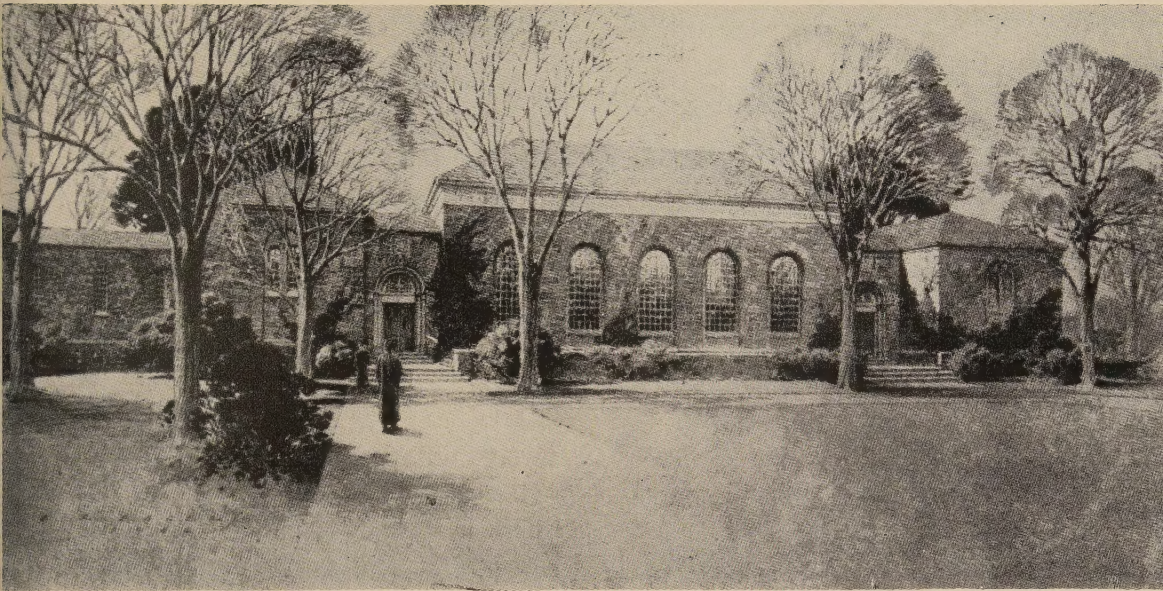
JULY, 1947

Number 3

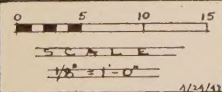
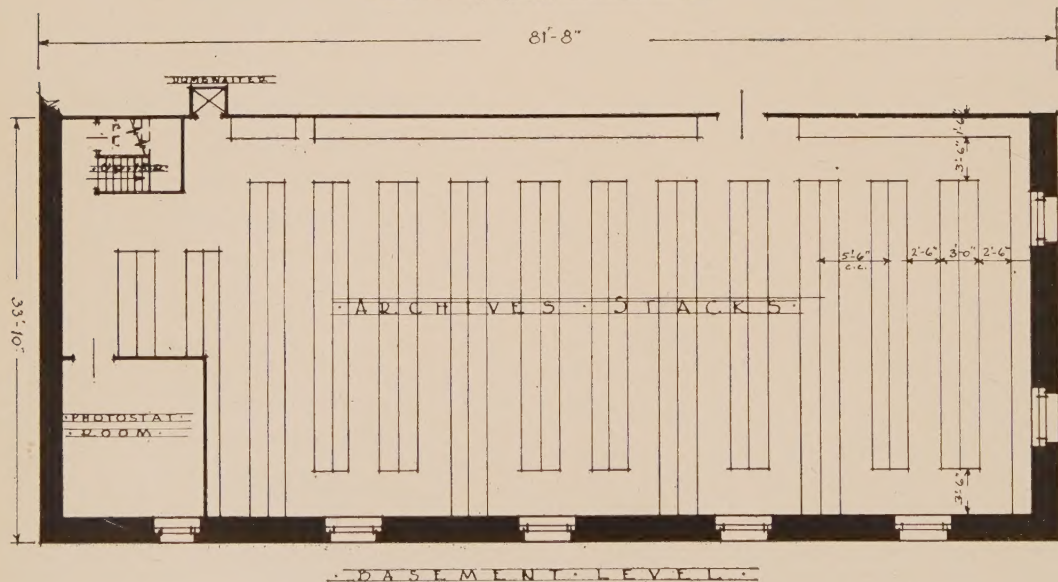
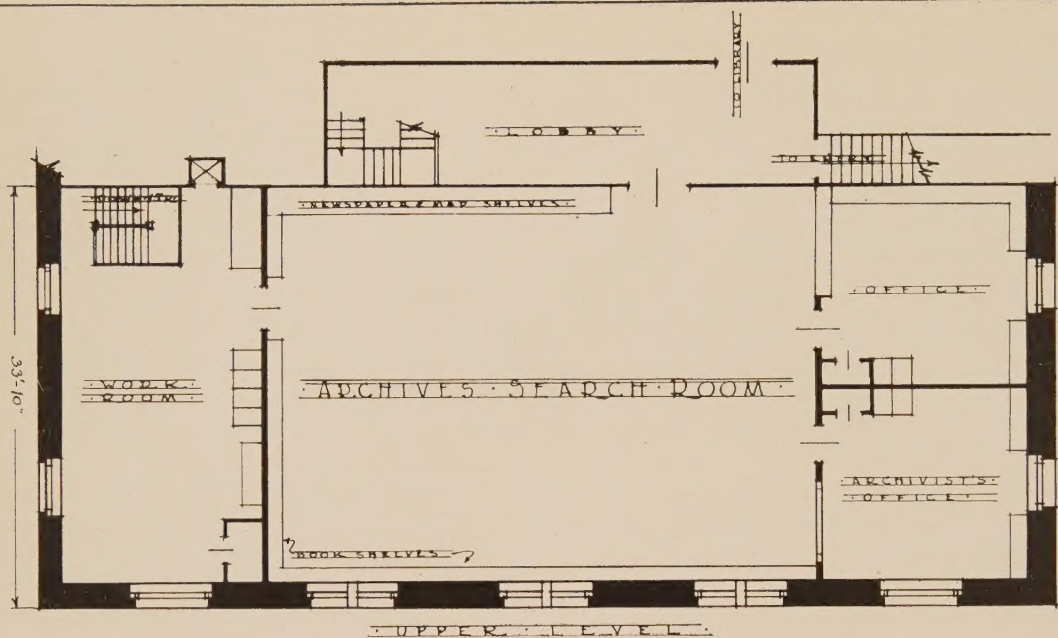
CONTENTS

Letter Sent to Archivists of Foreign Countries Concerning the Organization of an International Archives Council	227
Records Administration Sixty Years Ago	232
The Records of International Meetings ... E. WILDER SPAULDING	233
The Role of Records in Administration	
..... FRITZ MORSTEIN MARX	241
From Binkley to Bush	VERNON D. TATE 249
Senate Debate on Public Records	JOSEPH F. VAUGHAN 258
Short Sketch of the Archives of Three Rivers	
..... RAYMOND DOUVILLE	263
A Directory of State Archival Agencies	LESTER J. CAPPON 269
Citations of Archivists	278
Archival Buildings	
New Archives Building for the Archdiocese of New York	
..... VICTOR GONDOS, JR.	280
Have You Seen?	282
The Archivist's Book Shelf	
Trade Journals	MARY JANE CHRISTOPHER 284
Wartime Photographic Archives and Records Resulting Therefrom	DONALD C. HOLMES 287
Reviews of Books:	
<i>Annual Report of the Public Archives Commission, State of Delaware 1945-46</i>	CHARLES W. PAAPE 294
<i>The Historical Department. Twenty-Eighth Biennial Report of the Iowa State Department of History and Archives ... 1946</i>	
..... HOMER L. CALKIN	295

<i>Tenth and Eleventh Annual Reports of the Hall of Records, State of Maryland. 1945-46</i>	CHARLES M. GATES	296
<i>Twelfth Annual Report of the Archivist of the United States . . . 1946</i>	CLIFFORD K. SHIPTON	297
<i>Seventh Annual Report of the Archivist of the United States as to the Franklin D. Roosevelt Library. 1945-46</i>	MARY E. CUNNINGHAM	289
<i>Dominion of Canada. Report of Public Archives for the Year 1946</i>	CHRISTOPHER CRITTENDEN	300
<i>First Report of the Saskatchewan Archives. 1945-1946</i>	HERMAN J. DEUTSCH	301
<i>Report of the American Commission for the Protection and Salvage of Artistic and Historic Monuments in War Areas . . .</i>	LEO SCHRADER	302
<i>British Records Association, Technical Section. Bulletin 16</i>	GUST SKORDAS	303
<i>Handlist of Manuscripts in the National Library of Wales</i>	ELIZABETH B. DREWRY	304
<i>An Introduction to the Papers of the New York Prize Court, 1861-1865. By Madeline Russell Robinton . .</i>	MARTIN P. CLAUSSEN	305
<i>The Metropolitan Life: A Study in Business Growth. By Marquis James</i>	PHILIP C. BROOKS	307
<i>The Parish Chest: A Study of the Records of Parochial Administration in England. By W. E. Tate</i>	HENRY L. SAVAGE	307
News Notes		312



ARCHIVES BUILDING
FOR THE
ARCHDIOCESE
OF NEW YORK



ARCHIVES FOR THE ARCHDIOCESE
OF NEW YORK.

DRAWN BY
V. GONDOS, JR. A.C.
FROM PLANS OF
EGGERS & HIGGINS
ARCHITECTS N.Y.

3/24/43

Letter Sent to Archivists of Foreign Countries Concerning the Organization of an International Archives Council

The National Archives

Washington, D.C.

My dear colleague:

The time has come, I feel strongly, when our profession should take steps to establish a permanent international archives organization. I am presuming to take the initiative by sending to you and to leading archivists in other countries this letter in which I invite your views, suggestions, and advice so that there may be assembled a body of information and opinion that will be useful in determining what kind of organization is desirable and what shall be the steps taken to bring it into being.

If there were in existence at present any international body that could properly take direct responsibility for promoting these objectives, I should be happy to work through it. The matter was laid before the United Nations Educational, Scientific, and Cultural Organization, and that body at its first General Conference at Paris in December 1946 included the following paragraph in its approved program (mimeographed "Report of Program Commission Adopted by the General Conference," p. 26):

UNESCO should encourage the creation of an international organisation of professional archivists. It will deal, in collaboration with the organisation, with questions of technique and administration, such as the exchange of personnel, the general accessibility of archives, the establishment and exchange of inventories, the reproduction of documents and the exchange of reproductions.

¹ This letter is being sent by Dr. Solon J. Buck, Archivist of the United States and President of the Society of American Archivists, to about 120 prominent archivists in other countries. It is expected that an analysis of the replies will be presented at the Denver meeting of the Society of American Archivists.

UNESCO has thus recognized the importance of the subject and offered its encouragement. What concrete form this encouragement may take I cannot say at this moment when UNESCO itself is still in the process of organization. I think we can count on the sympathetic interest of officials of that organization, and perhaps, somewhat later, on help of a financial nature, but we must make a start ourselves.

I am inclined to think, furthermore, that it is important that archivists themselves take the initiative in the formation of an international body representative of their interests, so that that body will be an independent organization free to develop its own program and to work for the implementation of that program through UNESCO or through any other appropriate governmental or nongovernmental channels, as it may deem advisable. We will want to cooperate with other organizations without there being any danger of being dominated by them.

The Society of American Archivists, of which I have the honor to be the President, is much interested in this subject, and at its last annual meeting in Washington, in October 1946, it adopted the following pertinent resolution:

WHEREAS, It is desirable that archivists of all countries as quickly as possible reestablish their professional contacts, cooperate in the solution of urgent postwar problems of their profession, exchange experiences, ideas, methods and techniques, and work together more closely for the effective preservation, administration, and utilization of the archival heritage of mankind; and

Whereas, A representative international council is needed to provide a forum where these subjects can be presented and discussed, to provide the machinery through which approved programs and activities can be promoted and implemented, and to provide an organization that can cooperate officially with other organizations, national and international; therefore be it

Resolved, That the Society of American Archivists urges the creation of such an international archives council, and that it authorizes its President to take such steps on behalf of the Society, and in cooperation with other interested agencies and organizations, as may appear to him to be necessary or desirable to bring about the establishment of such an organization.

At the National Archives in Washington we have also given these questions much thought, and I take the liberty of enclosing with this letter copies of two documents that indicate the direction of our thinking and provide something of a framework for the consideration of these proposals. I hope you can find time to read them. They are entitled:

1. The Archivist's "One World."
2. A Proposed Archives Program for the United Nations Educational, Scientific, and Cultural Organization.

The "Recommendations" made at the close of the latter document should be ignored. These were obviously premature.

There is attached as Annex I of this letter a suggested draft statement of the "general purposes" of an international archives organization. This I hope you will freely criticize and revise as you may deem desirable. It is my belief that some such general statement should be agreed upon early, if possible, in order that all might know what purposes we expect such an organization to serve. This statement should be quite distinct from any statement of program, which is something that may vary from time to time and something that the organization itself should be left free to develop later.

Annex II presents a suggested basis for membership in the organization and representation at the meetings and is intended merely to present this important problem somewhat concretely and to draw forth specific observations. I hope you will comment on it freely.

Annex III presents the other questions that I hope you will be good enough to answer. I have not provided any blank forms because I want you to feel free to answer the questions at any length. It will be helpful if you will number your answers to correspond with the question numbers. If that is done, the questions themselves need not be repeated.

The answers to these questions will be helpful in indicating (1) the interest that exists and the cooperation and support that may be expected, (2) the nature of the organization that archivists want to see established, and (3) the next steps to be taken. I am sure that if we are to look for any outside financial assistance, it will be forthcoming only because leading archivists the world over express strong interest and convictions about these matters.

I hope you will find it possible to give this letter prompt attention and that your reply will reach me soon. This letter is sent by air mail, and it will be appreciated if your reply can be transmitted in the same manner.

Sincerely yours,

(Signed) SOLON J. BUCK

Archivist of the United States

enclosures

ANNEX NO. I

SUGGESTED STATEMENT OF "GENERAL PURPOSES"

1. To establish, maintain, and strengthen relations among archivists of all lands, and among all archives establishments, administrations, and associations, public or private, wheresoever located.
2. To advance all phases of the professional administration and

utilization of archives by providing a forum for the exchange of views, experiences, methods, and techniques.

3. To organize, promote, and coordinate desirable international activities, programs, and projects in the field of archives administration.

4. To cooperate with other organizations in programs that will advance the documentation of human experience and the use of that documentation for the benefit of mankind.

ANNEX NO. II

SUGGESTED BASIS OF MEMBERSHIP AND REPRESENTATION

1. Individuals who are professional archivists of accepted standing may become members upon payment of the established annual dues, which will entitle them to attend and participate in all meetings, to receive all publications, and to hold office, but they will have no vote at an international meeting except as delegates officially accredited to that meeting. Individuals distinguished for eminent service in the profession may also be elected at international meetings to honorary membership, in which case they would be exempt from payment of dues. A maximum number who might be elected at any one meeting should be established.

2. Archival agencies, institutions, establishments, and administrations, whether governmental, ecclesiastical, semi-public, or private, may be admitted as institutional members upon payment of the established annual dues (to be somewhat higher than for individuals) and will be entitled to receive all publications and to send one delegate each, officially accredited, to each international meeting.

3. Associations and organizations of archivists established on a national or international (regional) basis may become associational members upon payment of the established annual dues, and will be entitled to receive all publications and to send two delegates, officially accredited, to each international meeting.

(The establishment of standards for membership in the several classes, and the passing upon applicants would, of course, be vested by the Constitution in the proper bodies or officials of the organization.)

ANNEX NO. III

GENERAL QUESTIONS

1. Do you believe an international archives organization should be established?
2. Are you in favor of immediate steps being taken to establish such an organization?

3. What should be the basis of membership and representation? Should it be an organization of individuals? of institutions (archives establishments, agencies, and administrations)? or associations of archivists? or some combination? (See Annex II for one suggestion.)
4. Should it be associated in any formal way with national governments? with existing international organizations?
5. What should be the nature of its governing body?
6. Should it try to have a permanent headquarters and a permanent secretariat?
7. What would be an appropriate name for the organization? ("International Archives Council" has been suggested.)
8. Have you any suggestions for programs and activities in addition to those mentioned under "Present Day Needs" (Section III) in the document entitled "A Proposed Archives Program for the United Nations Educational, Scientific, and Cultural Organization"?
9. Provided suitable arrangements can be made, would you favor the holding of an International Archives Congress, a major purpose of which would be the adoption of a constitution and the formal establishment of a permanent international archives organization?
10. Should such a Congress be held in the Eastern Hemisphere or in the Western Hemisphere? What particular place or country would you suggest?
11. Have you any suggestions for financing such a Congress? Should the expenses of delegates be paid by the Congress or by the institutions or associations they represent? Should individuals be invited to attend and participate at their own expense?
12. Would you approve the setting up of a Provisional International Committee of Archivists to (1) draft a constitution for the international organization, and (2) arrange for and plan a Congress?
13. How should such a Committee be constituted? on what basis? how many members? by whom chosen?
14. Please name 5 archivists outside your own country whom you would consider suitable members of such a Provisional Committee.
15. Have you any additional suggestions or observations at present?

RECORDS ADMINISTRATION SIXTY YEARS AGO¹

DIVISION OF CORRESPONDENCE, PAYMASTER-
GENERAL'S OFFICE

November 23, 1887

Sir: I have the honor to submit the following data and suggestions regarding the old files of this office, covering the period from the commencement of the office records in 1808 to the year 1860, inclusive.

The approximate number of these files is 27,000, embracing nearly 50 per cent of the letters received during that period. It is estimated that less than 5 per cent of these papers are of a purely transient character, i.e., letters of transmittal and of acknowledgement.

During the period covered by these files no record was made of executive or administrative action "indorsed" upon papers, which often became precedents for guidance in subsequent cases.

Further, under the old system, the record of these papers is too imperfect and vague to be relied upon for more than an indication of their contents. Again, much of the recorded correspondence of the office is based on these papers, which are needful for a complete understanding of the matters considered.

These papers possess an historic interest whose value is constantly increasing. The data contained in them is sometimes unique and can not probably be found elsewhere. The statistical information which may be gathered from them may be worth something in the future if not of value now. The item of military history to be found may supplement and complete desired information hereafter, the modern system of indices now being applied to these papers rendering it available.

The value of the space gained by the destruction of these papers bears no comparison with their value as facts susceptible of proof by ocular demonstration, and not to be misinterpreted through the medium of a careless copyist. Their care and preservation is a very small matter with the modern file boxes now in use, and hardly needs be mentioned as worthy of consideration.

These records or files cover the period of all the wars of the nation (except the Revolutionary), and being of a military character their historic value will increase in the same ratio that time decreases the number of living participants in the events they record.

A few years since the Second Comptroller applied for information regarding final payment in the case of Lieut. Henry Middleton, who resigned in July 1816. His widow claimed payment; the auditing officers of the Government had no record of the case; this office from its files (No. 3335 of 1817) furnished the receipt of the officer for \$540.09, the total amount due, and the widow's claim was ignored.

This single case demonstrates the fact that even old papers have value in Government offices.

Respectfully submitted. M. M. Bartlett, Chief Correspondence Division

THE CHIEF CLERK

(Report No. 507, 50th Congress, 1st Session, The Select Committee of the United States Senate Appointed, etc., . . . "To Inquire Into and Examine the Methods of Business and Work in the Executive Departments, Etc. . . .", War Department Report, P. 242.)

¹ Contributed by Robert B. Bone, Jr.

The Records of International Meetings

By E. WILDER SPAULDING

Acting Chief, Division of Publications, Department of State

BETWEEN 1914 and 1920 one English diplomat alone attended 488 international meetings.¹ If World War I spawned international conferences, congresses, meetings, councils, committees, and commissions in great number, certainly World War II has been far more prolific. Every type of operation concerned with the winning of the war, from the blacklisting of firms collaborating with the enemy to the major military planning of chiefs of staff, and from the occupation of North Africa to the administration of Japan, has produced its inter-allied council or commission. The making of the peace is producing its international meetings in almost every field of human endeavor. Even before Pearl Harbor the State Department's printed list of American delegations to international conferences and American representation on international institutions listed 114 international bodies with which our Government was concerned.

Dr. Carl Lokke wrote in *THE AMERICAN ARCHIVIST* of October 1944 that, judging by the evidence at hand, lack of information on the international organizations of the period of World War I "is fairly universal." Books and articles on the international meetings and councils of that period are based on the most fragmentary sources. This indicates that the sources simply are not available to students of international organization and, similarly, they are by no means readily available to official administrators and diplomats.

One hundred years ago, or even a generation ago, our official relations with other peoples were chiefly bilateral and they were strictly diplomatic in the traditional sense of that term. The regular files of the Department of State were then sufficient to tell almost the entire story of our foreign relations. That is no longer the case. Our foreign relations are increasingly multilateral. And they are increasingly non-diplomatic in that they deal, even officially, with a host of such matters as international dairy meetings, international exchanges of professors and students, relief to foreign peoples in distress, international banks

¹ Sir Maurice Hankey, *Diplomacy by Conference*, Lond. 1946, p. 3.

and funds, labor and the standard of living, dependent peoples, and numerous other economic and cultural and social matters. Except in times of stress and crisis, these apparently non-diplomatic matters may be of far more concern to the mass of humanity than affairs that are traditionally diplomatic in character.

We are therefore coming to realize the importance of record keeping in all fields of international activity and not just in that of the formal politico-diplomatic relations of sovereign states. We are also coming to realize that our Government's multilateral relations with other states are at least as vital as its bilateral relations and we must therefore concern ourselves more and more with the problems of international and multilateral record keeping. That is one of the reasons why the Archivist of the United States, who is also President of the Society of American Archivists, is so properly concerned with the possibility of furthering cooperation among the archivists of many lands and why he has proposed that UNESCO take an early interest in international archival problems.

When Dr. Lokke wrote his article in *THE AMERICAN ARCHIVIST* on the interallied organizations of the first World War and their records, he was able to find a good deal of information on the central records of the Paris Peace Conference and the Supreme War Council and he was able to mention the records of a few other organizations like the Rhineland High Commission. But he obviously could not even trace the central files of most of the other Allied agencies of the time and he had to conclude that "our fund of information about the records of the interallied bodies of the last war is both inadequate and unsatisfactory." One could very properly revise his statement and say that our fund of information about international bodies of all periods is inadequate and unsatisfactory.

I plan, in this brief paper, only to touch upon some of the phases of international record keeping and suggest a very few of the problems which confront the archivist, the scholar, and the official who for administrative or policy reasons needs to know what has been done at international meetings.

I am not primarily concerned, of course, with the brief formal reports which customarily, but not consistently enough, follow international meetings. But it should be noted that even these are essential. Some meetings and conferences leave behind them only a mass of somewhat unrelated working papers. The governments which participate should insist that the secretariat prepare a final report that is far more than a final act, that the report be formally filed with the basic records, and that it be made available through publication to interested persons in every land. And participating governments should also produce and

publish their own delegation's report just as fully and as promptly as possible. This is often difficult. Returning delegations very naturally feel that their major task has been accomplished and they are much more anxious to get home and start implementing the decisions of the conference than they are to sit down at the humdrum task of writing out its accomplishments. Our American delegation report on the Chapultepec Conference, for instance, did not appear in print for over a year. Furthermore, these formal reports should be published in adequate numbers through well-known channels so that you and I can easily learn of their availability and obtain copies if we want to. It would obviously be helpful if all reports of this kind which come out of the Inter-American system could be made available, promptly and consistently, through the Pan American Union.

There is one other consideration which is important but about which the archivist can do but little. Records that are never kept will never serve posterity. The international meeting that is recorded only at the lower level is inadequately recorded. As far as I know Colonel House himself was the only American to carry away from the Paris Peace Conference of 1919 a record of the reasons for the top-level decisions on the Sudetenland boundary—a fact that was very troublesome for the Department of State many years afterward at the time of Munich when it was important to know what position our delegation had taken in 1919 on that important subject. Over twenty years later a President of the United States expressed the opinion that the Big Three at Paris should never have kept any minutes of their meetings on the ground that men will not speak frankly if their remarks are recorded. I understand that that great American followed his own convictions to the extent of keeping no minutes of his conferences at the White House. Other participants will, however, inevitably keep notes on such meetings and we can only hope that our own high officials will do the same. Certainly the records of conversations with foreign Ambassadors which Secretary Hull dictated so conscientiously formed a very important part of the history of the days before Pearl Harbor.

The arbitration of the claims of one nation against another has a long and honorable history and arbitration records are not less important because they are generally bilateral in this era of multilateral negotiation. In fact it is because arbitrations take a unique form that the keeping of their records presents some interesting problems. Each of the national agents representing their governments before the tribunal or commission will of course keep his own files which will revert to his government after the award has been made. But final custody of the records of the commission or tribunal, umpire or arbitrator, is not always so simple or logical.

The records of the arbitral tribunals are often deposited in places where they are difficult of access by one or both parties to the arbitration. In the famous Alabama Claims Arbitration, for instance, the records of the Geneva Tribunal were apparently turned over to the council of state at Geneva. As I understand it the central files of the very important Tacna-Arica Arbitration were kept in only one copy and those files have remained, not in either of the countries immediately concerned, but in the United States because the President of the United States served as arbitrator. In the case of the Mixed Claims Commission, United States and Germany, of Black Tom explosion fame, there is likewise only one original commission record and that is reposing in Washington because the commission sat in that city. No agreement was ever made with the German Government as to its ultimate disposal. And since it is the joint property of two governments, one of which is now non-existent, the single government now having physical custody can only respect its integrity and keep it safely—which presents some troublesome problems when private interests occasionally try to recover papers which they presented to the commission as evidence. The moral is clear: any international body, and especially a temporary one, should decide, before it begins work, exactly what disposition is to be made of its records.

There is another solution to this particular problem. In the matter of the pending United States-Netherlands Arbitration under the Convention of March 18, 1938 no arbitrator will be selected unless the parties fail to agree among themselves. Each national agent, however, files his pleadings with the other agent. Thus each agency will possess a basic file and there will be no central file to divide at the end of the arbitration. Similarly in the Trail Smelter Arbitration, United States and Canada, joint secretaries were appointed and each maintained a complete set of original records. The same procedure, with minor variations, was followed in the case of the Panamanian Claims Arbitration and the General Claims Commission, United States and Mexico.

It has been suggested that the records of arbitral commissions set up under the provisions of inter-American conventions may very properly be filed with the Pan American Union. Since the complete elimination of central record groups for such commissions will occasionally have some drawbacks, this solution may be a happy one. Governments will probably insist, however, that records relating to the claims of nationals be kept from the gaze of pettifoggers and those governments may therefore be reluctant at times to turn them over to any international archives.

Here in the Western Hemisphere the Pan American Union has

become a record center of great importance. Theoretically it serves as the secretariat of the whole inter-American system.

Under the projected Organic Pact of the Inter-American System as recently submitted by the Governing Board of the Pan American Union to the governments of the American Republics the Union's position as the permanent secretariat of the whole system would be greatly strengthened. But in the meanwhile international record keeping in the Americas is bewildering in its inconsistencies and its limitations.

The Pan American Union has the records of all of the major International Conferences of American States, from 1889 on, irrespective of the country in which they were held. It very naturally maintains the records of inter-American organizations, like the Inter-American Economic and Financial Advisory Committee and the Inter-American Commission of Women, which have their headquarters at the Union. It has custody of the central files of a number of inter-American meetings even though they did not take place at the Pan American Union. For instance, the records of the Inter-American Maritime Conference of 1940 and of the First Inter-American Travel Congress which met in San Francisco in 1939 are kept in the PAU's Travel Division with subsequent papers of the same kind. And the Union has some special groups of papers like the records of the Guatemalan-Honduran Arbitral Tribunal which met in Washington under the chairmanship of Charles Evans Hughes.

On the other hand there is a mass of inter-American archival material which the Pan American Union does not have in its vaults. And some of it is of major importance. Mexico, for instance, retains the central files of the Inter-American Conference on Problems of Peace and War which met at Chapultepec in 1945. Mexico was the host government, and lacking other arrangements for the disposition of the records of international meetings it is customary for the governments which act as hosts to those meetings to retain the records. Yet, if there is advantage in centralizing records of the regular periodic conferences of American States in the Pan American Union, the records of such important gatherings as the Chapultepec Conference and the Buenos Aires Conference of 1936 should probably go there also. Of almost equal importance are the files of the meetings of American Foreign Ministers yet, as I understand it, those files remain in Rio, Panama, and Habana where they met.

Similarly the records of the nine meetings of the Pan American Scientific Congress, from 1908 to 1943, are scattered about in almost as many national capitals. The Pan American Highway Organizations has its offices in Buenos Aires yet the records of its meetings are kept

by the various governments which have played host to those meetings. The Pan American Institute of History and Geography has headquarters in Mexico City yet, as far as I know, the records of its recent meetings at Caracas are still at the latter city. On the other hand the records of the Inter-American Juridical Committee at Rio and the Inter-American Telecommunications Office at Habana are maintained at those cities.

It is too apparent, then, that the records of these numerous inter-American meetings and organizations are scattered about the Western Hemisphere in such a way as to make the majority of them all but inaccessible to officials and students alike. And, more serious, it is almost impossible to learn of their whereabouts without inquiring of the Pan American Union. There are virtually no comprehensive guides to these archives. The few checklists, footnotes and guides which I have found are generally unsatisfactory in that, if they mention the record groups at all, they usually fail to describe the records with any degree of accuracy or even to distinguish between the records of the meeting or organization itself and those of the national delegations which attended it. There is much bibliographical work to be done in this field. It is to be hoped that more and more of the gaps will be filled by the Pan American Union.

Record practices in the field of international conferences and organizations are fairly well defined. They are, however, often so informal and without plan that they add to the confusion of the total picture. Almost no foreign offices, other than our own Department of State, have divisions expressly and solely charged with international conference affairs which can work for consistency in the organization and disposal of conference records. The foreign offices of some small governments may be very poorly equipped to give safe permanent custody to records and they may have no modern devices for duplicating and servicing them. Certain types of organizations, especially among the scientific unions, illustrate the informal side of record keeping by simply turning over their records between meetings to their ranking officers. And the records of many conferences and meetings remain with the host governments by default or because there is no other logical central depository for them or because the conference itself has neglected to provide for their permanent custody. The State Department, for instance, which still has the records of the Bretton Woods Conference which proposed the International Bank and Fund, and will find it difficult to dispose of them equitably because two organizations grew out of Bretton Woods and there is only one set of records.

When the Bank and Fund were later the subject of the Savannah

Conference of March 1946, two sets of records were kept so that the Bank and Fund could each receive one.

A host government may very properly retain the records of an international meeting if that meeting has no relationship to a permanent organization with a well established and well housed headquarters. Or the host government may retain records only until a permanent organization, proposed by the conference which met in that particular country, is established. For instance, an international whaling conference was only recently held in the State Department. The Department will keep the records of the conference until a permanent whaling commission is set up as proposed by the conference. After the Hot Springs Conference, which gave birth to the Food and Agriculture Organization, the State Department kept the Hot Springs records until the interim commission was well set up with an adequate staff when they were transferred together with much of the processed documentation which the conference secretariat had accumulated. In such cases of the transfer of records to the resultant organization the State Department may retain some of the accounts and fiscal papers and it may also keep the credentials of the delegates if they were addressed to the Secretary of State, giving photostats or certified copies to the new organization. The State Department is particularly eager to rid itself of records of conferences and meetings when they have not been made public and when the paternal conferences have not had the foresight to outline any procedure for their declassification. Certainly international conferences should not only decide as to the disposal of their records but they should also decide who may use them and under what conditions. The records of the Big Three at the Paris Conference of 1919 remained secret for 27 years because no provision was made for their release.

In discussing record keeping in the inter-American system I mentioned the scattering of the files of related conferences and congresses which meet in various countries. That situation is of course broader than the hemisphere. For example, our National Archives has the records of the Third World Power Conference which met in Washington in 1936 but I have no idea where the archives of the other World Power Conferences are to be found. The Council of Foreign Ministers has met recently in London, Paris and New York. It has a formal secretariat with a secretary general provided by the host government of the moment and a deputy secretary general who has served in that capacity or as secretary general at all of the meetings. The Council of Foreign Ministers is undoubtedly building a record group of first rate importance. Where will it eventually be deposited? Certainly it should not be divided among the host governments and no one host government is entitled to the whole.

And the Council of Foreign Ministers is only one of hundreds of all-important international councils, meetings, conferences and commissions which have grown out of World War II and its aftermath. Whether we think of the Far Eastern Commission or the Yalta Conference or the Allied Control Council for Germany or the Paris Peace Conference of 1946, we are impressed with the magnitude of the records problem. Those meetings were, and are, of tremendous importance. Their decisions must be known to those who must carry them out. Some of their records will have to be kept confidential for years, but, even so, they should be available to the diplomats and other officials who are concerned with the new world settlement. And they must be zealously guarded for posterity.

Certainly the call of the President of the Society of American Archivists for far more collaboration among the archivists of the world should be heeded. His suggestion that we think of all the archives of all the nations and all international agencies as constituting "the archives of mankind" is a happy one. And certainly we must look to the United Nations itself to become a keeper of records on a very large scale. Just as the Pan American Union should be entrusted with more and more responsibility for international record keeping in the Americas, so the United Nations should play the part of the world's record keeper. The records of its own birth, from the San Francisco Conference and from the Preparatory Commission of the United Nations at London, are in its newly established archive. The great UN machine is already creating a vast body of records for the organization's vaults. It is to be hoped, however, that the participants in many international meetings in all quarters of the world, even though those meetings have no organic relationship whatsoever with UN, will be able and willing to use UN as the depository for their most precious papers. And it is to be hoped that the archivist of UN will be generously and effectively equipped with all that is necessary for servicing those records to the people of all nations.

The Role of Records in Administration¹

By FRITZ MORSTEIN MARX

*Bureau of the Budget
Executive Office of the President*

I

IN ANY organization governed by the principle of responsibility, both planning and action must be a matter of record. This is axiomatic. Unless there is a way of reconstructing the genesis of past deliberations and determinations, responsibility may exist in name but is not insured in fact. Resort to memory and its unconscious distortions would not be a reliable method of producing a picture of what actually took place. Recollection may falter, or one man's memory may contradict another's. Only by preservation of a satisfactory record of the events and considerations that led up to a given decision can those sharing in it be made to answer for their actions. A complete record is the most objective reporter, and hence the most effective means of exacting responsibility. This is also attested by the fact that the simplest maneuver to escape responsibility has always been the manipulation or even destruction of the record.

To put it differently, one of the essentials of responsible administration is transparency of the administrative process in terms of both what is going on today and what has gone on before. In the realm of government, the requirement of transparency relates to political as well as managerial needs. Let us first examine the political aspect.

Perhaps the most characteristic feature of democracy is its insistence that public business be conducted along the lines of public preference and under the eyes of the public. The implications of this principle are manifest in every part of the machinery of representative government—unimpeded public debate of political issues; presentation to the voter of alternative proposals advanced by different parties; free elections held periodically; supremacy of lawmaking vested in popular assemblies; and accountability of the executive branch. Each part, indispensable in forming the whole, serves as a guaranty that the people's

¹ Paper presented at the annual meeting of the Society of American Archivists, Friday, October 25, 1946.

common affairs remain its own in a real sense. As a corollary, all phases in the pursuit of public purposes must be illuminated by public knowledge of means and ends.

This is particularly true in securing accountability of the executive branch. In the first place, in order to obtain accountability it is necessary to devise proper channels of legislative inquiry. Some such channels are provided in the hearings of appropriation committees, special investigations undertaken by the lawmaking branch, and additional reporting obligations imposed upon various governmental agencies. Few would contend that these traditional channels are wholly adequate, considering the chief executive's broad responsibility for the program and the operations of the administrative organization as a whole. But it is obvious that without at least a minimum of reasonably well-understood procedures for drawing specific information from governmental officials, the legislature would be unable to hold them accountable for the exercise of their authority.

Equally important is a second factor—the basis of the information they are called upon to furnish. It would amount to a defeat of legislative inquiry should they be free to make up their stories as they saw fit. If they could not be pinned down to incontrovertible facts, their explanations would be of little value. Thus the state of administrative records is of vast significance to the efficacy of democratic control.

Transparency of the administrative process is also a managerial necessity. Management, public or private, is hamstrung in the discharge of its executive functions when it lacks the data that supply the foundation for intelligent judgments. The firmness of its hold on all elements of the organization depends primarily on its knowledge of what is going on within the total structure of cooperative effort. This is in part a matter of internal communication, in part a matter of accuracy in reporting. As the foundation of informed executive direction, the record system is an integral factor in competent management.

Beyond knowing what is going on, where weaknesses show up in the scheme of operations, and where in the administrative approach new problems emerge that invite special attention, management is also called upon to chart the course of institutional policy, to determine program priorities, and to infuse a unity of purpose into the whole organization. This brings in focus the creative aspect of responsibility—active and imaginative pursuit of the public interest. Policy planning and program development employ today a variety of specialized staff services, from research and statistics to budgeting and scheduling. In order to succeed in its tasks, each such service, and the executive it serves, must have ready access to all of the resources of the organization. There are few problems in the area of policy and program that

can be disposed of without reference to related studies and investigations undertaken earlier. Policy and precedent records, and pertinent bodies of working papers as well, play a vital role in achieving coherence and comprehensiveness of administrative planning.

While the appreciation of sound record management in the political and administrative context is not as common as it ought to be, the considerations here summarized are anything but novel. More than a generation ago, the Taft Commission on Economy and Efficiency prefaced a technical memorandum on the handling of correspondence with some observations on basic needs to be met. The commission identified the need for "certainty" in getting at pertinent record material; the need for "obtaining all the papers relating to a particular subject"—that is, completeness of the record; the need for "rapidity" of access; and such secondary needs as that for adequacy of cross referencing.² In broader sweep, concern with the subject recurs in a celebrated British report published in 1918, that of the Machinery of Government Committee under the chairmanship of Viscount Haldane. The committee, whose membership included the late Beatrice Webb, proposed that the administrative body make better provision for "the organized acquisition of facts and information, and for the systematic application of thought, as preliminary to the settlement of policy and its subsequent administration."³

Specifically, the committee pointed out that a department head "must have at his disposal, and under his control, an organization sufficient to provide him with a general survey of existing knowledge on any subject within his sphere, with tables of statistics and comments upon such tables which will keep in touch with the progress of any work that can be expressed in this form, and with reports upon questions affecting the department's work which require scientific knowledge in their preparation. What is needed in these cases is a competent, swift, and self-contained inquiry for the purpose of enabling a particular Minister to deal with a specific administrative problem."⁴ These remarks not only indicate the place of documentation in the administrative process, but also outline some of the main functions of a fully developed record reference service.

So much for the relation between record administration on the one hand and democratic control and resourceful management on the other. There is still another angle which, though obvious, deserves at least

² President's Commission on Economy and Efficiency, *Memorandum of Conclusions . . . in the Matter of Handling and Filing Correspondence*, Circular No. 21 (Washington, 1912), p. 8.

³ Ministry of Reconstruction, *Report of the Machinery of Government Committee*, (London, 1918), p. 6.

⁴ *Ibid.*, pp. 32-33.

passing mention. An organization whose records are in bad condition, throws a heavy burden of inconvenience on the public it attempts to serve. This is true of any kind of enterprise, whether public or private—a bank, an insurance company, or a government agency.

As one illustration, the letters-to-the-editor section of the *Economist* the other day carried a complaint, apparently not free from bias, in which an aroused personnel chief of a commercial firm in England sharply censured the central department in charge of the employment exchanges. He felt that employers would not look with much confidence on the exchanges “until the Ministry’s Dickensian record systems and office organizations are changed to something more in keeping with the present age.”⁵ In the day of the service state, with government administering a large volume of business for the direct benefit of the ordinary citizen, this line of thought is fraught with implications for public management.

II

Once it is understood to what an extent the transparency of the administrative process is the result of documentation and its use, it is easy to see how consequential the effects of unsatisfactory records can be. The chief defects can perhaps be brought under four headings. The first is paucity of record material. The second is its disorganization. The third is its excessive abundance. And the fourth is a peculiar combination of all three of these—more widespread than it ought to be.

Paucity of record may be traceable to different causes. One such cause is deeply rooted in the kind of amateur administration that flourished in bygone days, exemplified by the local overseer of the poor under the old prescription whose accounts were “in his head.” The growth of larger-scale operating processes, even in the county and township, has carried with it a considerable degree of formalization and specificity in the development of records. Yet the remnants of earlier habits are still with us, especially in the often haphazard documentation of transactions that do not fall into established routines or procedures.

As a consequence, while the record pattern for the great mass of recurring operations, in the main of passing interest, leaves little untold, almost the opposite may be true of the documentation of staff work and policy planning. Here the story too frequently reduces itself to an accumulation of such memoranda as were exchanged between individual participants. These memoranda in many instances are only the bricks and straws that go into the making of the finished product. Just what went on at informal conferences on different levels of

⁵ *Economist*, Vol. 151, No. 5383 (Oct. 26, 1946), p. 663.

authority may not get written up, and signed or initialed "memory aids" may either be unknown or not be entered in the files. Thus the gaps may withhold more information than is contained in the papers on hand.

Another contributing factor is the reluctance of policy-determining officials, especially political appointees who come and go, to allow all of the evidence of their own activity to become part of their agency's record system. Many of them show great fondness for "personal files," and do not hesitate to take these along upon their departure from office. It is, of course, quite natural for such officials to devote some of their time to political business of a personal nature, which may have little or no bearing on their administrative responsibility. But the segregation of subject matter generally tends to reflect a rather broad view of what is personal, and in the more extreme cases can lead to a disruption of the agency's policy documentation. Moreover, the example set by the top command is likely to encourage imitation by other members of the hierarchy, with corresponding spread of the ill effects.

Paucity of record sharply restricts the institutional memory of the agency, putting the agency in the course of the years in the same intolerable situation in which a witness finds himself when time and again he "can't remember." Disorganization of record material produces similar results, with the additional embarrassment of a lingering realization that the evidence of prior thought or action is somewhere in the files but cannot be brought together on short notice. In the past, such disorganization was usually the consequence of neglect. The striking rise of record management in our day has done much to change the picture, but as yet the change is far from being complete.

Despite impressive improvements in the systematic treatment of the principal bodies of records, exempted areas are by no means unknown. Aside from record material arbitrarily designated as personal, there are also groups of files that remain attached to particular ranking officers because these files meet their individual needs. The same exempted status is sometimes claimed successfully for the working papers that accrue in the activity of various departmental committees, or in that of advisory boards occupying a comparatively independent position. When important record collections remain outside the jurisdiction of those in charge of the agency's files, a degree of disorganization inevitably ensues.

No less serious is the disorganization that goes back to lack of care or forethought in building up emerging records at the point of their origin. Inadequacies left uncorrected at the initial stage are generally beyond repair, save for time-consuming and costly review and rearrangement at a later time. Attention to record development at the

source is plainly a responsibility of management. One may suspect that the accelerated expansion of American public administration during the twentieth century, together with the marked shift of gravity toward line operations, has something to do with the belated awakening of managerial interest in record-making and record-keeping.

Disorganized files are as informative as the incoherent remarks of a man out of his mind. Excessive abundance of record material has the effect of three people talking at the same time. "Big democracy"⁶—like big business—is a mass producer of records. The volume of continuous accumulation is imposing. The annual rate has been estimated to run to one million cubic feet for the federal government alone.⁷ It can hardly occasion surprise that record officers have become increasingly preoccupied with disposal procedures.⁸

To be sure, mere quantity of files is in itself never a defect of a record system, provided that control facilities measure up to the magnitude of the problem. As a matter of fact, however, the magnitude of the problem for some time has outrun the scope of the control machinery. This in turn has necessarily affected the quality of record work, not the least by diverting effort from making more serviceable the less massive but more important file groups that relate to policy planning and staff studies. When the pressure of accumulating records continues to overtax the available facilities for their organization, an agency may eventually reach the point of giving up trying to find its way through the mountain of paper.

Each of the three defects—paucity, disorganization, and excessive abundance—may show up simultaneously in one and the same record system, though in different areas. Whether appearing singly or in combination, these inadequacies usually impress themselves upon the working methods of the entire organization. At worst, it will be widely taken for granted that "you can't get the thing you are looking for," and that it is best "just to forget about it." This is the philosophy of administration on the spur of the moment. Its path is marked by bungling and confusion.

III

Although by now a specialization of recognized standing, record management cannot cease to exert itself in the elaboration and refinement of its working methods. Much room is left for the application of an experimental approach to problems new and old. This holds particular promise in two directions: the fuller development of record refer-

⁶ The phrase is Paul H. Appleby's; see his *Big Democracy* (New York, 1945).

⁷ Cf. William J. Wilson, "Analysis of Government Records: An Emerging Profession," *Library Quarterly*, Vol. 16 (1946), p. 1.

⁸ This emphasis runs through much of the paper cited in note 7.

ence, and the definition, in reasonably precise terms, of simple standards to guide staff and operating officials, including first-line supervisors at the base of the administrative structure, in making their contribution to the process of documentation. Both tasks are likely to dominate the agenda of progress during the next decade.

It is no longer necessary to argue the case for record reference as a function implicit in record administration. In the business of policy planning, there is continuing need for reconsidering the basis of an agency's general marching orders; for reviewing the way these marching orders were arrived at; and for evolving desirable adjustments in the route of advance in full awareness of the thinking that went into preceding decisions. No administrator, in the exercise of his executive responsibilities, can afford to keep himself aloof from the sequence of steps that brought him to the point from which he looks into the future. On countless occasions, he and his assistants must go back to the rationale that underlies existing policy. This rationale finds clearest expression in the records of the agency.

The staff divisions working in support of directive authority share the administrator's interest. In the conduct of their assignments, large or small, they are frequently compelled to return to previous study projects in order to draw upon data or findings. It should also be borne in mind that the range of record reference is not confined to the highest level of the hierarchy. Line officials and staff teams at lower levels of the organization depend on the same kind of reference service.

This is not the place to outline in any degree of detail the potentialities of such reference work. Suffice it to emphasize one point. Record reference, in order to do a complete job, must be geared into policy planning or staff studies at an early stage. The job calls for more than furnishing promptly such files as are specifically called for. It must include identification of record material of possible significance in connection with the request received. This entails knowledge of the character of the problem under examination.

Little attention has been given thus far to aiding staff and line personnel in extending proper care to records in the production stage. This, too, is a subject that warrants thorough analysis. It is clear that great obstacles arise in the subsequent utilization of record material when the initial construction of files is left to personal ingenuity and preference. Moreover, questions of broader importance every so often emerge in the course of recurrent transactions which in themselves are of no enduring interest. Systematic treatment of documentation must begin at the point where the record accrues. There is room for much improvement by providing specific guidance to those who put papers together as an incidental aspect of their work.

Viewed in the framework of modern management, record administration is not a technical service that can be permitted to withdraw into its own specialization. Documentation and its use shade everywhere into staff activities and line operations. Record officers must therefore seek to ally themselves with each of the main phases of the administrative process. They must develop a partnership with other specialized services, especially organization and methods work. Such matters as communication facilities, procedure analysis, report control, and form design are closely related to record management. Cooperation in these areas will have beneficial effects for all concerned. Perhaps record officers should display more initiative than they hitherto have in evolving productive relationships with those staff units that devote themselves to raising the general level of management. This is one way of promoting a better appreciation throughout the organization of what record administration can contribute to good management.

To sum up, in order to be truly responsible, administration must be adequately informed, above all about itself. Effective management requires coherence of administrative planning and executive control. Both in turn depend in large part on a sound system of records, logically organized, stripped of useless paper, and readily accessible throughout the organization.

Coherence in administration can be achieved only when there is sufficiently frequent resort to the record of operations and the reasoning underneath those decisions that govern policy. Record officers are called upon to furnish a reference service to line and staff officials comparable to that rendered the scholar by the library. Development of such reference service will further raise the sights of record management.

As modern administration is necessarily a complicated process, so record management is a complex and highly technical activity. Yet those in charge of records have an important part in helping the administrator attain the purposes of responsible management. Together with other staff services available to the government executive, record officers can help him to exercise his functions with insight and wisdom. They are the custodians of the evidence of their agency's thought and action.

From Binkley to Bush¹

By VERNON D. TATE

Librarian, Massachusetts
Institute of Technology

IN SO FAR as documentary reproduction was concerned, the decade 1936-1946 might appropriately be termed from Binkley to Bush. In 1936 the late Dr. Robert C. Binkley had just published his challenging article "New Tools for Men of Letters" in the *Yale Review*,² and was engaged in seeing the new edition of the *Manual on Reproducing Research Materials*³ through the press. In 1946, Dr. Vannevar Bush has just published his equally significant article "As We May Think" in the *Atlantic Monthly*,⁴ to have it abridged with speculative illustrations in *Life Magazine*⁵ and later appear in a volume of collected essays entitled *Endless Horizons*.⁶

It would perhaps be difficult in present day academic life to find two men whose fields of specialization were further apart. Dr. Binkley, working in the humanities, was a research scholar, historian and teacher of note, while Dr. Bush, one of the leaders in science at Massachusetts Institute of Technology, subsequently became the Director of the Office of Scientific Research and Development and later of the Carnegie Institution of Washington. He is a scientist of the first rank, an inventor and an administrator. Basically, however, the thinking and achievements of these two men are closely related—so closely in fact as to form almost the textbook illustration of the universality of knowledge.

"New Tools for Men of Letters" was in essence a brief statement of the conclusions formulated by Dr. Binkley as an outgrowth of his work as Chairman of the Joint Committee on Materials for Research. This Committee, sponsored by the Social Science Research Council and the American Council of Learned Societies, was organized to investi-

¹ Paper presented at the 61st annual meeting of the American Historical Association, New York City, December 28, 29 and 30, 1946.

² *Yale Review*, Vol. 24, pp. 519-537, (1945).

³ Binkley, Robert C., *Manual on Reproducing Research Materials*, Edwards Brothers, Ann Arbor, 1936.

⁴ *Atlantic Monthly*, Vol. 176, pp. 101-108, July, 1945.

⁵ Bush, Vannevar, "As We May Think", *Life*, Vol. 19, No. 11, pp. 112 et. seq.

⁶ ——— *Endless Horizons*, Public Affairs Press, Washington, D.C., 1946.

gate advances in technology that might be applicable to the humanities. Its first chairman was Dr. Solon J. Buck, now Archivist of the United States, and Treasurer of the American Historical Association. Dr. Binkley at that time was the Executive Secretary. A *Manual on Methods of Reproducing Research Materials* that was actually a working outline was issued in 1931. Only a small number of copies were printed and it may be noted in passing that bibliographically speaking, this first manual has become one of the extreme rarities. When Dr. Binkley succeeded to the Chairmanship of the Committee, his full energies were devoted to the preparation of a second edition of the *Manual* which was completed and issued in 1936. Its 207 pages represent an intelligent and meticulous survey of scientific methods of arranging, reproducing, and using data with emphasis on scholarly applications. The *Manual* has become classic in the field, Dr. Binkley's summary article, "New Tools for Men of Letters" is a point of departure for constructive thinking.

No better expression of Dr. Binkley's major premise can be found than his initial sentence, "There is taking place in the techniques of record and communication a series of changes more revolutionary in their possible impact upon culture than the invention of printing." The telegraph, the telephone, radio, teletype, television, methods of textual and pictorial reproduction by photography, near-print, textual duplication through the hectograph, the mimeograph, the multigraph, offset printing, and finally the then comparatively unknown technique of microphotography were discussed and evaluated. The comparative novelty of Dr. Binkley's opinions on research in the humanities with emphasis on techniques, that were then and even now are relatively uncommon, has obscured his penetrating analysis of the growing formalization of research in the humanities. While the scientist may spend months or even years in mastering the tools of his trade, in the humanities similar study for like purposes is so uncommon as to become noteworthy. The use of the microscope, the slide rule, the microtome, photomicrography, the mastery of the art of assembling chemical and physical equipment, even the manipulation of the chemical balance and related studies are eagerly embarked upon by the budding scientist. The fledgling scholar tends to secure his acquaintanceship with the library, library processes, manuscripts, paleography, syllography, epigraphy, numismatics, and related topics fortuitously or even casually. Only in the field of languages is much attention devoted to conscious preparation. The student scientist or scholar who receives planned instruction in methods of note taking, organization and presentation, is a fortunate member of a microscopic minority.

Dr. Binkley, as a practicing scholar, historian and teacher fully

appreciated the potential value of aids to scholarship that were being overlooked, almost as it were viewed with distaste, from the classic ivory tower. He knew first hand the emphasis placed on production and said "A research scholar must publish or be regarded by his university as a drone." He knew too that the reservoir of recorded information had grown so vast and the means of tapping it were so inadequate that a new approach was essential. Thus he concluded that an investigation of the entire mechanics of historical scholarship from all aspects including the gathering of information, arrangement, use, and finally dissemination was a proper, in fact a necessary, study for scholars in the humanities.

Dr. Vannevar Bush is one of the foremost scientists of the country. It might even be said that he is a scientist of the scientists, with almost a blind spot in the field of the humanities. He too was confronted with the problems of documentation, not precisely in the same sense that Dr. Binkley encountered them, for emphasis in the sciences is always upon the latest and most current advances and contributions. He felt the need for systematization of knowledge in order that it could be tapped instantly and at will. As all scientists are at least in part inventors, Dr. Bush at MIT built experimental machinery designed to accomplish the desired result. He drew upon at least in analogy the vast mechanical brain with its miles of complicated electric wiring, thousands of electronic tubes, and associated devices that can solve in a relatively short time problems that would require the complete energies of a corps of mathematicians for a period of weeks or months. Mechanics, mechanisms, and fringe advances in many fields are a part of the stock in trade of the scientists. Dr. Bush in his article "As We May Think" envisages new ways to extend recorded knowledge through photography, methods of reducing the written record to manageable size and mechanical means of recording, possibly through the use of sound reproductions. He even visualizes a mechanical secretary capable of typing from dictation, and a thinking machine or a method of mechanical calculation that could resolve problems and produce correct answers with almost unheard of efficiency. He has projected a system for data organization to the end that files of information can be searched mechanically with non-objective stimuli, that is to say, a data file would be so arranged that it can be sorted by machine in precisely the same way that the human brain picks up a relevant trail through the association of ideas.

Dr. Bush has gone so far as to suggest actual machines that in laboratory form at least can perform some of these tasks satisfactorily, and has pointed out developments that show promise of being reduced to working actualities. That his motivation comes from, and his work is

directed to, the physical sciences is evident, but it is equally true that Professor Bush's thinking applies in the same degree to the humanities.

There is always a noticeable space between the leaders of a movement and the led, for if there were no followers, however valuable the thoughts, plans, and deeds of the leaders might be, they would be ineffective as if surrounded by a vacuum. Before Binkley and after Bush there have been many significant and in some cases unacademic and unscientific uses of the techniques and some of the methods that these two men developed, applied and enunciated. Individually, many of the developments are commonplace; collectively, they represent a decade of progress.

These ten years have seen scientific aids to learning develop and expand on many fronts. Probably the most spectacular development has been in the field of microphotography. The material implementation of microphotographic techniques has been rapid and effective. Rotary and flatbed cameras capable of fast and economical operation have been produced by several manufacturers. Processing equipment, from primitive hand methods, has been mechanized. Processing machines are now the rule rather than the exception; printers, auxiliary equipment, and finally reading machines are available in several models at various price levels. The reading machine situation, although adequately covered, is still something of a sore point, for the better machines cost about \$450 and as a result are usually found in small numbers in libraries and institutions, not in the hands of the ultimate consumer. Smaller readers, specifically the one perfected by the Committee on Scientific Aids to Learning, were made available to individual scholars at a low figure; several thousand are now in use.

As the machines and the know-how to use them efficiently have been provided, many activities of profound interest to the humanities have been originated and carried through. Possibly the least publicized but in the long run the most effective, has been the establishment of services for copying individual materials to order. Most of the great libraries and archival institutions and many of the smaller ones are now ready to supply facsimile reproductions of their holdings in the form of microfilms at nominal rates. One of the early projects in reproducing a scholarly reservoir of material was that originated by Mr. Eugene G. Power, known as the English Books Project, wherein early English books listed in Pollard and Redgraves' bibliography were reproduced for a number of the larger research libraries. Brown University sponsored an endeavor to mine the resources of the vast Medina Library for the benefit of scholars in all the Americas. Newspaper files in great numbers have been reproduced individually or collectively partly to

preserve the texts that were in danger of progressive disintegration and partly to make files of certain key papers available in many localities. The Library of Congress has taken the lead in the newspaper copying program, and its resources have been immensely enriched thereby. In the field of manuscript reproduction, equally great steps have been taken. The National Archives in Washington originated and carried through a program of great potential significance to present and future historians. The File Microcopy Program is an effort to bring the resources of the National Archives in the form of microfilm facsimilies to the scholar wherever he may be located. Complete series of documents, often amounting to 100 or more volumes, have been reproduced as master negatives with introductory notes. Positive copies are available at cost, for by underwriting the cost of the negative the National Archives has made the purchase of the positives convenient and economical. To date there are 106 completed File Microcopies, amounting in all to 1,842 rolls of microfilm. The subject matter is extremely diverse; census schedules, lighthouse letters, land grant information, diplomatic dispatches, consular papers, territorial papers, Indian Affairs letterbooks, records of the Russian American Fur Company, documents of the Office of Engineers relating to internal improvements, and many others. The complete manuscript holdings of the Naval Records and Library amounting to 1,564 rolls of microfilm are also on file in the National Archives.

Of far greater scope and more universal application within the humanities was the enterprise organized under the direction of Dr. Waldo G. Leland of the American Council of Learned Societies, to reproduce manuscript materials in English depositories that were menaced by contingencies incident to World War II. With a generous grant of funds from the Rockefeller Foundation, a Committee on Microcopying Manuscripts in English Depositories headed by Mr. Keyes D. Metcalf, Director of Libraries of Harvard University, undertook the task. A subcommittee directed by Dr. Herbert A. Kellar provided a monumental want-list in an incredibly short time. A contract was entered into with University Microfilms for the production of the film, and in England, work went forward immediately in libraries, archives, and on occasion in abandoned mines and other isolated repositories whence the originals had been evacuated for safety. To date, between five and six million pages have been reproduced and brought to America. An important and integral part of the plan, the listing and cataloging of the films, is going forward at the University of Michigan. The results will be published by the Modern Language Association. The negatives are being deposited in the Library of Congress and reproductions can be furnished by then in the usual way.

Manuscripts, newspapers, and books therefore are being reproduced in large numbers. There is in fact a union list of microfilms issued by the Philadelphia Bibliographical Center and Union Catalog. The latest publication of this group, Supplement No. 4, 1945,⁷ raises the total of listed entries to 16,386, and an entry may be a single volume or a long series.

While microfilm has received considerable emphasis there have been equally significant contributions along similar but somewhat divergent lines. One of the most interesting examples has been the work of Mr. Albert Boni, of Readex Microprint, who evolved a method of combining microphotography with conventional printing to produce 100 pages of text in reduced facsimile on each side of a 6x9 inch sheet of paper. His initial trial publication included the compendious bibliographies of Sabin, Evans, HARRISSE, and Church that are complete in a slip case the size of a thin octavo volume. Through the activity of a committee of the American Historical Association headed by Mr. Edgar L. Erickson, Mr. Boni was engaged to reproduce the "British Sessional Papers", about 5,800 volumes in all, amounting to some four million pages. Although seriously handicapped in his work by the war, Mr. Boni has according to last reports made considerable progress in the reproduction of negative matrices and has delivered the first five years to subscribing institutions. A specialized reflex reader, known as the Readex, is used to read the miniature prints.

In 1944, Mr. Fremont Rider, Librarian of Wesleyan University, brought together a most interesting and thought-provoking series of essays in a book entitled "The Scholar and the Future of the Research Library".⁸ After demonstrating that research library holdings tend to double in bulk each 16 years, Mr. Rider projected his statistics into the future, and drew some startling conclusions on space requirements, to say nothing of the accessibility of recorded knowledge. He proposed a solution through the reproduction of entire texts at high reduction on the back of conventional library cards, in the belief that the physical bulk of storage could be reduced to manageable dimensions. The Rider microcard was received with mixed enthusiasm by librarians, scholars and technicians. It is still being studied and a few experimental cards, together with a machine to read them, have been made. Mr. Rider's book is well worth more than a casual glance, for in it will be found much food for thought and considerable cause for alarm.

A further series of developments of equally great potential significance can be loosely grouped together for purposes of discussion under

⁷ *Union List of Microfilm*, Supplement 4 (1945), Philadelphia, 1946, 144 pp. (mimeographed).

⁸ Rider, Fremont, *The Scholar and the Future of the Research Library*, New York City, Hadham Press, 1944.

the term miniature facsimile. This somewhat anomalous term is intended to describe processes of documentary reproduction in reductions not greater than five linear diameters. Dr. Bendikson, at the Huntington Library, some fifteen years ago became interested in so-called economy photostats to bring reproductions within a price bracket compatible with scholarly financial resources. More recently Edwards Brothers, applying the technique of miniature facsimile to publication, brought out the depository set of printed cards issued by the Library of Congress to July 1, 1942. The Library of Congress Catalog of Printed Books, as published in about 160 volumes, contains almost two million standard catalog cards reduced approximately one-third yet readily useable without mechanical aid. Further experimentation in this field resulted in the experimental publication of a standard journal in the same format. There is even now being readied for the market a miniature photocopying machine, whose products will approximate 70x90 mm. paper sheets.

Documentary reproduction technology for scholarship during the period under discussion became technology in warfare, as the utmost energies of the nation were concentrated on survival. Microphotography and other methods were assigned new tasks. New fields and developments were fully exploited. It would require far more time than is available even to list the major uses made of photographic duplication during the war. A few random examples, however, may be of interest. Everyone, whether gladly or no, was exposed to V-Mail. As an expedient, it served its purpose, not ideally perhaps but in the main satisfactorily. As a proving ground for mechanized microphotographic techniques, V-Mail will exert a profound influence in the future. Coupled with V-Mail was the unpublicized but equally important Official Mail Service, and there remain valuable files of official documents on microfilm to be consulted by historians in the future. With the capitulation of the Axis microphotography again was employed to reproduce and bring to the United States seized enemy documentation in huge quantities. Of the myriad aircraft and ship plans, instruction books, parts manuals, and other materials reproduced on microfilm for operational use during the war, little need be said. Of the work of the Office of Censorship, some thirteen million pages of documents on microfilm representing censorship intercepts are stored under Presidential seal in the National Archives in Washington. Private records, business communications, and security documents were microfilmed throughout the war. In espionage, certainly, a laboratory process was exploited by the enemy through the famous microdot, described by Mr. J. Edgar Hoover in a recent issue of the *Reader's Digest*.⁹ Other textual and pictorial materials were produced for instructional purposes using techniques

⁹ Hoover, J. Edgar, "The Enemy's Masterpiece of Espionage" *Reader's Digest*, 48, pp. 1-6.

originally devised for microphotography. The vast files of data of all types, photographs, maps, catalog cards, manuscripts and printed sources required for World War II that in truth was as much a war of papers and photographs as of bullets were assembled, sifted, digested, and used by strategical planning agencies in large part through the use of microfilm and other facsimiles.

There has been a return to pre-war standards and ideas, libraries are restaffing and re-equipping their microfilm facilities. Long dormant projects are being taken off the shelf, dusted and set in working order. With the influx of GI students into the universities, the educational program is becoming more and more demanding. As the student bodies change intellectual complexion from the more or less casual undergraduate of prewar days to the more mature and earnest GI student, more research and better research is necessary in order to maintain instruction at a high level. Business and industry have well laid plans and insofar as microphotography is concerned are developing uses and applications that have little or no connection with scholarly desires and requirements. Equipment is becoming more and more specialized and with increasing specialization, modern theory and practices are moving away from scholarly and academic needs. There is no use blinking at the fact that however vocal scholarship may be, and however large microphotography may loom in the minds of scholars, the real work in terms of quantity is being done elsewhere, in business, in industry and in the government.

Somewhere, scholarship has lost the ball.

There has been much lip service on the part of scholars to microphotography and allied techniques and too little real understanding of them and their proper use. Articles have been written pro and con, projects have been organized and carried through. Real contributions have been made in many quarters, but the integration of scientific aids to learning is only beginning. The scholar of today is confronted and confounded by oceans of documentation. To bring his tiny bark into safe harbor, he must avail himself of every possible aid that the mind of man can devise. These aids themselves are so numerous that to master them is a career in itself. Intelligent guidance and assistance must be provided to the beginning scholar and should be placed at the service of those who are already more mature.

The scholar or the scientist is not nearly so uncomplaining and abstracted as he is frequently pictured. If nothing else, World War II has demonstrated the need for a close link between reality and research. In the humanities, the library is the laboratory. In the sciences, documentary research has come to be fully as important as laboratory

research. Library and documentation policies therefore are of vital interest to both, yet it is surprising to find neither scholars nor scientists in the main devoting any serious attention or efforts to these problems. The rare scholar or scientist who interests himself is, alas, the uncommon exception. In a university, there are faculty or departmental advisory groups, and there are library committees. In the broader field of professional associations, there are committees beyond count or computation. Too often the duties and responsibilities of membership and participation are regarded as purely nominal and if undertaken at all are executed perfunctorily. Can this attitude be a reflection of our system of training scholars and scientists? Is it a part of the fetish of the advanced academic degree as a teaching or research prerequisite? Too frequently a degree becomes an end in itself, little more than a union card for teaching. The seminar system with the preparation of reports and finally a dissertation, if unsupplemented, is often woefully deficient in teaching beginning scholars or scientists how to conduct research. The only practical instruction that many students receive in the matters of note taking, or arrangement, and even of presentation, comes from contact with the official academic sponsor, the professor who engages to supervise the emergence of the butterfly from the cocoon. Usually there is a lag, sometimes of 20 or 30 years, between the student days of the professor when he learned from his professor the basis of his own system. There may be a few required courses in methodology, but often these are cursory and most, to say the least, are uninspiring. At this precise point, the formative period, there should be in every institution a specialized course of instruction required of all graduate students in every discipline. The use of the library and its tools should be stressed. Microreproduction as a tool for research and possibly as a vehicle of publication or communication should be explored. At this time, while the student is developing his own methods of research, he should be brought into contact with all known scientific and library aids to learning. The effort will be rewarded in many diverse fields. Should the student enter business or industry, he will have knowledge that can be widely applied. The same situation will prevail for law, medicine, engineering, or virtually any profession, trade, or occupation. Finally, if the student decides to devote himself to an academic career, he will possess the background for maximum utilization of the resources of our present civilization.

Senate Debate on Public Records

Edited by JOSEPH F. VAUGHAN

The National Archives

OF CONSIDERABLE interest to archivists, historians, and records administration people throughout the country is the recent widespread discussion concerning the "right" of government officials of cabinet or other policy-making rank to remove certain records from their office files on the grounds that such records are their personal papers. This matter was the subject of a debate which took place in the Senate on February 11, 1947. Senators Ferguson of Michigan, Brewster of Maine, and Barkley of Kentucky were among those whose remarks were indicative of legislative interest in drawing the line between public and private papers. Considerable attention was also given to an appraisal of the operation and adequacy of current Federal disposal legislation and to the legal significance of certain public records. Several noteworthy passages, extracted from the *Congressional Record* of February 11, 1947 (Vol. 93, pp. 1017-1022) illustrate the senatorial approach to the problems cited above.

Concerning the never-ending argument as to the definition of "public" vs "private" records Mr. Brewster asked:

MR. BREWSTER. From the Senator's study of the question up to this time is there a clear distinction between public records, and private records which are the property of the individual?

MR. FERGUSON. The line of demarcation between what is a personal record and what is a public record is somewhat blurred; it is not clear cut.

MR. BREWSTER. If any of the records removed were public documents, then was it not clearly a violation of law for any official, however high his position, to remove them? If they were not public records, but simply personal or private records then it would not be the concern of the Government or of any official what was done with them. Does that distinction cover the situation?

MR. FERGUSON. If they were public records there is ample law on the statute books today to take care of the situation.

MR. BARKLEY.

It is one thing to keep personal files of personal matters. I suppose, also, there would be no objection to a highly placed official making copies of certain files in his office for his own use later if he wished to use them to

write a book about matters which transpired while he was in office. But I cannot conceive that any public officer would remove official files. I do not know whether a letter written to the Secretary of the Treasury or the Secretary of Agriculture and a carbon copy of the answer to such letter would always necessarily be regarded as public documents. Probably they would be.

MR. FERGUSON. If the letters related to the public business they would be public documents.

MR. BREWSTER. An interesting question may be presented upon which I think it would be helpful to have reaction of the minority leader. Suppose the minority leader had telephoned the Secretary of the Treasury, Mr. Morgenthau, regarding official business pending in the Senate. It is my understanding that records of most such conversations were kept and constitute some of the records included among those taken away by the former Secretary. I ask the Senator from Kentucky whether such telephone records would be considered in any sense as official or public records. It represents an interesting question.

MR. BARKLEY. Yes, it does. There is no law requiring that a conversation over the telephone with an executive officer be taken down.

MR. BREWSTER. No.

MR. BARKLEY. And as a matter of fairness to the Member of the Senate or the Member of the House or anyone else, he ought to know that his conversation is being taken down; but I would be willing to wager my head against the hole in a doughnut that not one out of a thousand conversations so held was ever within the knowledge of anyone outside the executive departments known to be taken down or a record being made of it.

MR. BREWSTER. The Senator from Kentucky means that the Senator at one end of the line was not apprised of the fact that the conversation was being taken down?

MR. BARKLEY. He was not apprised of the fact that his conversation was being taken down. No one but the one at the receiving end of the call knew anything about that.

MR. BREWSTER. I understand the Senator from Kentucky does not approve of that practice?

MR. BARKLEY. I do not. I think it is ——

MR. FERGUSON. Mr. President ——

THE PRESIDENT pro tempore. The Senator from Michigan has the floor.

MR. BARKLEY. If the Senator from Michigan will indulge me a moment further, let me say that if such a practice is to be indulged in, whether the individual at this end of the line is a Senator or a Member of the House or a private citizen, he ought to be notified as soon as the conversation begins that what he is saying is being taken down so that he will know the fact, and he is entitled to a copy of it if he wants it, after the conversation is concluded.

MR. FERGUSON. Mr. President, in reply to that statement, let me say that there is no law on the statute books which provides that public officials must keep records. They can do business out of their hats if they desire. But the law states that after they make records, including records of telephone con-

versations, such records must be preserved as public records, and not be destroyed except in compliance with law.

Senator Ferguson later proceeded to evaluate the existing disposal legislation with specific reference to the inviolability of public records:

MR. FERGUSON.

Public records make up the backbone of history. All men with a deep sense of the historical know this to be so. Men of integrity are diligent in their efforts to see that the public records are as complete as possible, scrupulously safeguarded, and properly preserved where the people may have ready access to them. That is the real significance of public museums, libraries, and Government archives.

We have had a long succession of laws specifically designed to protect and to preserve official papers. The latest of these is the act concerning the disposal of records, approved July 7, 1943, as amended July 6, 1945 (57 Stat. 380-383; 59 Stat. 434). It dovetails with and complements the act to establish a National Archives of the United States Government, approved June 19, 1934 (48 Stat. p. 1122).

As I examine these laws, I am impressed with their complete command of the subject, and it is difficult for me to look beyond them for new legislation to handle any of the cases we have been discussing. What is sorely needed, in my estimation, is the forthright enforcement of the present laws in the public interest. . . .

. . . While the law does not mention the records made by individuals in the course of the public business, it would be a farcical presumption for us to exclude them, since it is obvious that records do not appear by spirit writing, but at the hands of individuals in charge of Government agencies and conducting the public business.

After defining public records, the law then proceeds to charge the National Archives Council and the Archivist with the duty of preparing regulations for the disposal of records and of carrying out procedures for the preservation of records.

The National Archives Council charged with making such regulations was to be composed of the Secretaries of each of the executive departments or their alternates, the chairman of House and Senate Committees on the Library, the Librarian of Congress, the Secretary of the Smithsonian Institution, and the Archivist of the United States. I hold in my hand a rather elaborate manual for Federal officials on the subject *How To Dispose of Records*, as promulgated by this Council.

MR. BREWSTER. Under the definition which is contained in that manual, let us consider the case of a Cabinet officer who, following the close of a conference on public business with other Cabinet officers, goes to his office and dictates to a Government employee a record of the conversations carried on and the conclusions reached, whereupon the notes of the dictation are transcribed by the employee on Government time and the transcript is preserved

in the Cabinet officer's public office for his future information. Would that be such a record as is outlined in the manual?

MR. FERGUSON. I have no doubt that that would be such a record as is contemplated by the manual to which I have referred, because it would be one of the records upon which the official acted; it would be a part of the policy formulated by the Government. Although the Government officer is not officially required to make such a record, for, as I said before, he could do his business out of his hat, yet when he does make it it is just like the record of a court or the opinion handed down by a judge in a court. I may say that the acts to which I have referred apply to courts as well as to executive agencies. When a judge dictates an opinion it then becomes a part of the official file, and it should remain so.

Otherwise we could not trace the history of the United States; we could not determine what caused a certain Cabinet officer to act as he did. The official record indicates that he acted, for instance, because his fellow Cabinet officers decided upon a certain path, a certain road, and a certain goal.

If the officer were to remove the record and subsequently were to become a witness as to what the record contained, as we all know in court proceedings the destruction of a record always is presumed to indicate that it would speak the truth if it were available, and that a witness' contradiction of what was stated in the document should not be considered.

Mr. President, let us consider merely the opening lines of the manual to which I have referred. It declares:

Records produced, received, and maintained in the course of operations of agencies of the Federal Government are the property of the Government and can ordinarily be disposed of only after authorization has been obtained from Congress.

The relative weight of certain classes of records when introduced as evidence in a trial or hearing was touched upon in a subsequent exchange between Senators Brewster and Ferguson:

MR. BREWSTER. In connection with the records regarding Secretary Stimson, of which the Senator speaks, and the events transpiring in the month of November before the Pearl Harbor attack, and the discussions with various officials, concerning which inquiry was made of the Secretary of War, from the Senator's experience as a judge and as a member of the committee, how would he evaluate a record made at a particular time by the Cabinet officer regarding the conversations and the conclusion in the conferences, as against the later recollection of the Cabinet officer after a period of 5 years?

MR. FERGUSON. I should be compelled to say, as the law clearly indicates, that the best evidence is the record made at the time.

MR. BREWSTER. That, is it not, is a principle well established in law?

MR. FERGUSON. Yes; it is a principle well established in law.

MR. BREWSTER. If the official in testifying at the later time elected to take the records to refresh his recollection, but refused to permit the tribunal to examine the records, how would that be considered in any court?

MR. FERGUSON. The court would cast great doubt on the testimony, and should so charge the jury, if there were a jury.

MR. BREWSTER. Would not any court necessarily order the production of a document which had been used for purposes of refreshment, and have it presented to the court as an essential document, for cross-examination?

MR. FERGUSON. That is the practice, and the law is that a man cannot give verbally his idea of what is in a record made as of a certain time, because the record itself is the best evidence. We could not apply that rule in the Pearl Harbor hearing because the man who had the record and was testifying was not a plaintiff or a defendant, and it was contended that the disclosure would harm not him but the Government of the United States. That is why the committee had to take what it could get from public officials without recourse to the record itself.

MR. BREWSTER. Is there not a clearly established doctrine in a law referring to what is known as past recollection recorded?

MR. FERGUSON. The Senator is correct.

MR. BREWSTER. As distinct from the use of memoranda for refreshment, if they do not take on a character which would sufficiently authenticate them?

MR. FERGUSON. That is correct.

MR. BREWSTER. The records made by the Secretary daily following conferences would have a higher responsibility or import, would they not?

MR. FERGUSON. Yes; records taken as of given dates are in law considered as speaking the truth.

Aside from the personal and political issues involved, the fact that the Congress is showing a healthy interest in a problem that has often been left for the archivist to solve is worth noting. It is symptomatic of a growing appreciation on the part of the American people that public records are a vital part of the fabric of our national life.

Short Sketch of the Archives of Three Rivers¹

By RAYMOND DOUVILLE

*President of the Three Rivers
Regional Historical Society*

IF WE limit the field of our investigations to the period from 1634—the year of Three Rivers' founding,—until 1700, the archives preserved in the Court House of Three Rivers may be classified under three heads:—

1. Records of Civil Status
2. Court Records
3. Notarial Records

A. Records of Civil Status

Copies of certificates of baptisms, marriages and interments prepared by missionaries and parish priests have been turned over to the office of civil status. The originals are preserved in the parishes concerned. In the Three Rivers court house are preserved copies of Catholicity or of civil status originating before 1700 at Three Rivers, Cap de la Madeleine, Champlain, Batiscan and Sainte-Anne de la Pérade.

These records are very incomplete, not only in the archives of the parishes, but also in the office in Three Rivers. The record of baptisms, marriages and interments for the city of Three Rivers begins in 1634. The original is preserved in the palace of the Bishop of Three Rivers and is considered one of the oldest records of the beginnings of the colony [*of New France*]; some persons, indeed, declare it to be the oldest. Records of civil status for Three Rivers seems to be complete from the year 1654. Before that date some records were certainly kept, but they have been destroyed or lost. Thus Monsieur Henri Désilets, former director of the Law Library of Three Rivers, and the Reverend Archange Godbout, O.F.M., have been able to recover records of more than twenty-five marriages of Trifluviens before 1654, whose names do not appear in the registers. Yet one is convinced that these marriages could have taken place only in Three Rivers.

¹ Translated by Grace Lee Nute, Minnesota Historical Society.

The principal registers of Cap de La Madeleine have been lost. There has been found in Quebec a series of certificates of baptisms, marriages, and interments that occurred in Cap de la Madeleine for the period from 1673 to 1680. A copy of these entries has been filed in the registration office at Three Rivers. The first entries at Cap de la Madeleine seem to have been inscribed in 1660.

Records of civil status at Champlain began at least in 1669, and perhaps in 1665, the year of the founding of the parish. A certificate has been found for 1669. But the records now in existence begin in 1679. Batiscan and Sainte-Anne de la Pérade begin with the year 1681. Before that year the rites were performed by itinerant missionaries. Thus it is impossible to verify exactly the dates of certain interments of settlers and of children between 1666 and 1681.

Records of civil status of the parishes mentioned above have suffered somewhat and some are hard to handle and difficult to decipher. The program planned for the preservation of our archives, and of which more will be said a little later, has concerned itself up until now particularly with the archives of notaries. But it will be necessary that the same work be undertaken for the registers of civil status. Meantime these records have been placed in metal boxes and arranged chronologically. Special attention has been given to the oldest documents to prevent complete deterioration. Let us mention another forward step in this field: for some months the archivist, Monsieur Henri Cinq-Mars, N.P., has been classifying by index cards the certificates of baptisms, marriages, and interments in such a way as to facilitate research and prevent needless handling. This precaution will prolong the life of certain manuscripts now on the way to disintegration.

B. Court Records

The oldest record of court hearings, which is also probably the first, dates from 1653. It contains the decisions handed down by Pierre Boucher, then major-general, for civil and criminal cases, as well as copies of ordinances of Governor de Lauzon relating to the government of Three Rivers. This record is in the handwriting of the notary, Sévérin Ameau, who filled the position of recorder. In passing, mention should be made that it is high time that a specialist in the field transcribe these precious documents while it is still possible to read them. To read some of them will be possible only with chemical aids.

Other collections of ordinances and decisions cover certain periods: 1658-1659; March, 1665 to February, 1667. Complete years are lacking and have not been recovered. On the other hand, the Museum of Quebec has a collection of judicial pieces relating to Three Rivers and

entitled "Prévôté des Trois-Rivières." This collection consists of three groups covering the following periods: June 19, 1655 to May, 1657; August, 1660 to February, 1665; and 1668.

The records of criminal and civil hearings preserved in the court archives are not complete therefore. Certain gaps have been filled by notary records. Thus the records of Notary La Tousche include hearings relating to the famous cases of spirituous liquor trade at Cap de la Madeleine in 1666. Another group includes the depositions of the witnesses and the accused, as well as the text of the decision handed down in this case. These documents are very precious for the study of the habits of thought and customs of that period, particularly the relations between fur traders and Indians. Included in certain depositions of witnesses is a narrative of animated scenes in orgies to which the Indians gave themselves, and of native drunkenness in the boroughs of Cap de la Madeleine and Three Rivers.

Similarly, in the notary records one can find copies of the decisions rendered by manorial judges in the seigniories of Champlain, Batiscan, and Ste. Anne de la Pérade. In some instances these are the only documents in existence proving that these seigniories had seignior judges in the first years of their founding.

It is fortunate because of the slight interest shown in these precious documents until recent years that the greater part of them have not suffered too heavily from the ravages of time. Except for the hearings of Pierre Boucher for 1653, which have become practically illegible for all practical purposes, the other groups can be read relatively easily. The Regional Historical Society of Three Rivers, in conjunction with the archivist, Notary Cinq-Mars, and the prothonotary of the Superior Court, Master Adélarde Provencher, has worked out a program for the preservation of these precious documents. The objective in mind is the faithful transcription of these manuscripts in several copies, which can be consulted by researchers in place of the originals. The originals as well as a copy can then be deposited in a safe place.

The records of registrations seem to be the documents of this period that have been best preserved, probably because they have been less frequently consulted than the others. These records contain the registrations of numerous marriage contracts, bequests, wills, and so forth. They have the advantage of preserving for us some contracts lost or strayed from the notary records. Thus we have found in a registration entry that the marriage contract of Nicolas Gastineau, Sieur Duplessis, with Marie Crevier was made at Cap de la Madeleine on April 1, 1663, by Notary Laurent du Portail. Yet the records of this notary after 1662 have not been found in his archives and everything indicates

that they have been lost. Similarly we have found that the marriage of the pioneer of Batiscan, Pierre Trottier, with Suzanne Migaud, was notarized by this same notary on January 18, 1663. As it was supposed that Notary Laurent du Portail had stopped performing his notarial functions in 1662, these documents prove that he was still practising his profession in 1663.

There, we believe, lies the chief value of these records of registration. So it is fortunate that they have been preserved in such good shape. Let us add that they sometimes afford the advantage of offering a legible transcription of certain notarial transactions, which are difficult to read in the original, either because the notary had a rather fantastic handwriting, or because they have suffered from the ravages of time.

C. Notarial Records

All historians recognize the great historical contribution afforded by research in the notaries' documents of early times in Three Rivers, now preserved in the archives of that city. Indeed, one finds there records of transactions of tremendous value, some relating to the great explorers, others to coureurs des bois, still others to missionaries, and some to the principal governors of the colony.

Before 1650, notarizations for Trifluviens were performed by the notaries of Quebec. There are preserved here a few scattered acts of these notaries, sometimes the originals, sometimes in collated copies. But the chief records of general interest are those of the notaries Sévérin Ameau, Jacques de la Tousche, Jean Cusson, François Trotain, Guillaume de la Rue, Daniel Normandin, and Michel Roy. All of these notaries performed their functions in Three Rivers or in that region before 1700, and their transactions are of first importance for the history of Three Rivers. Some records of other notaries have likewise been preserved, such as those of Laurent du Portail, Claude Herlin, Nicolas Gastineau, Boujonnier, and Adhémar.

It is to the records of the notaries that those interested in the preservation of Trifluvian archives have given most attention. About 1925 the archivist of that time, J. B. Meilleur-Barthe, began a summary classification of the lists and of the transactions of these notaries. He even published a brochure containing the texts of the first acts of Notary Trotain.

M. Henri Désilets, for many years, has devoted himself to the task of deciphering and putting in order the archives of Notary Sévérin Ameau. M. Désilets has succeeded in saving from destruction several important documents. He has published a complete list of the known acts of this notary, and has likewise made an intelligent and methodical classification.

After M. Désilets, M. Henri Cinq-Mars concerned himself with classifying the acts of other notaries, one by one, with indexing them, and with helping researchers use them. He put them in metal boxes away from dust and light. At present all the records of three of the most important notaries are classified in this way: Ameau, Cusson, and La Tousche. On the upper lefthand corner of the folder or envelope is marked a number, the date of the act, its nature, the name of the parties, and a short résumé of the contents, especially if they concern grant of concession, sale, exchange, bequest, or so forth. The numbers correspond to the chronological order of the acts. They permit the establishment of a means of control for preventing the loss of items, and also suggest the keeping of a register in which might appear the signature of the researcher, the date of his visit to the office, and the kind of documents that he consulted.

* * *

The many documents that have been lost, either by lack of methodical interest or by the injuries of time, or, again, because they were taken elsewhere after the cession of 1763, ought to incite us to preserve carefully the little that remains and that can still render valuable service to historians. The history of many great explorers and coureurs des bois, such as Radisson, Jolliet, Nicolas Perrot, Pepin, etc., cannot be complete if the Three Rivers archives of notaries and our records of civil status are not consulted. Our documents are equally valuable in other fields. Thus the Reverend Archange Godbout, O.F.M., by consulting them, has been enabled to make a nearly complete list of Trifluvian settlers from 1634 to 1650. An American historian, Grace Lee Nute, has drawn largely on our archives for recovering, year by year, the facts in the lives of Radisson and des Groseilliers. The author of this article, thanks to the records of the notary Michel Roy, has been able to recover the names of all the first settlers of Sainte-Anne de la Pérade before the census of 1681, and to fix certainly the establishment of this seigniory as of February, 1667. Likewise the archives of the notary, Jacques de la Tousche, have furnished us with the text of the concession contracts of probably all the first settlers of Batiscan in 1666.

The local historical society at Three Rivers, whose task is to watch over the preservation of our archives hopes to achieve the complete and methodical classification of all our documents preserved in the archives of the Court House of Three Rivers. The present archivist is accomplishing an admirable work. But he will have to have assistance to bring to a successful conclusion the outlined program. Yet it is consoling to state that during the past five or six years especially we

have the assurance that what remains of our precious archives is the object of an attentive case.

We believe it will be useful to mention in closing that the Seminary of Three Rivers has just furnished a large fireproof room for the preservation of local archives. This Seminary already has these important historical collections: Hart, Montarville Boucher de la Bruère, Fabien Vanasse, and Dusablon. The Regional Historical Society tries to collect among the private families of the region family documents, various contracts, old photographs, to be placed in the archives room of the Seminary. This room is furnished with tables and desks for the use of research workers.

A Directory of State Archival Agencies

By LESTER J. CAPPON

Colonial Williamsburg, Inc.

THE need has long been felt for a list of state archival agencies to which archivists and other users could turn for ready reference. The secretary's office of the Society of American Archivists has had such a list on file for several years, with somewhat less detailed data than the present directory contains. Numerous inquiries and requests for copies have been a leading incentive to preparing the following list for publication.

It was decided to restrict the tabulation to essentially factual information which archivists especially would like to have. The data were gathered mainly by a short questionnaire sent to the forty-eight states and the two territories. Replies were received from all but two states. Although questions 1-6 called for direct factual statements, it was not clear in all replies whether the agency is strictly the "archival agency" in the sense that it has authority over as well as custody of governmental archives by law. Some corrections may be necessary on this score.

Since most state archival agencies embrace other functions or are branches of agencies with other functions, questions 7 and 9 were designed to show the variety of their records (including archives) and official activities. Although these two questions along with number 8 are open to some interpretation, it was impossible within the limits of the tabulation to give much space to explanatory details. Some of the replies indicated that the writers did not understand local archives to be strictly official records of local units of government. Federal records were not specially mentioned in the questionnaire, space being lacking to make such listing useful by naming specific records groups.

In column 10 the information on photostat service available through commercial firms on order from the archival agency may be incomplete, since it was not specifically requested in the questionnaire. While this directory will provide complete answers to numerous questions, it will indicate where many others can be answered by correspondence.

I am greatly indebted to the several state archivists and other officials of comparable state and territorial agencies for their cooperation in providing the necessary data, and to Philip C. Brooks of the National Archives and David C. Duniway, state archivist of Oregon, for their advice and suggestions in planning the compilation.

	(1) State or Terr.	(2) Name of Agency	(3) Independent Agency or Division of Larger Dept.	(4) Title of Archival Official	(5) Name of Archival Official	(6) Address of Same
1	Alabama	Dept. of Archives & History	Under Exec. branch of Govt.	Director	Mrs. Marie B. Owen	World War Memo- rial Bldg., Mont- gomery
2	Alaska	Secretary of the Territory	U. S. Dept. of Interior	Secretary	Llewellyn M. Williams	Federal Bldg., Ju- neau
3	Arizona	Dept. of Library & Archives	Independent	Director	Mulford Win- sor	309 State House, Phoenix
4	Arkansas	History Commis- sion	Independent	Executive Sec- retary	Dallas T. Herndon	State Capitol, Lit- tle Rock
5	California	Secretary of State	Independent	Archivist & Shipper	Bart C. Greer	Capitol Bldg., Sac- ramento
6	Colorado	Div. of State Ar- chives	State Hist. So- ciety	State Archivist	Herbert O. Brayer	306 State Museum, Denver 2
7	Connecticut	Archives Dept.	State Library*	State Librarian	James Brew- ster	State Library, Hartford
8	Delaware	Public Archives Commission	Independent	State Archivist	Leon deValin- ger, Jr.	Hall of Records, Dover
9	Florida	State Library	Independent*	Archivist	Dorothy Dodd	State Library, Tal- lahassee
10	Georgia	Dept. of Archives & History	Secretary of State*	State Historian & Director	Mrs. J. E. Hays	Rhodes Memorial Hall, 1516 Peach- tree St., Atlanta
11	Hawaii	Board of Com- missioners of Public Archives	Independent ¹	Archivist	Maude Jones	Iolani Palace Grounds, Hono- lulu 2
12	Idaho	None		None	None	None
13	Illinois	Archives Dept.	State Library* ²	Archivist	Margaret C. Norton	State Library, Springfield

* Secretary of State has archival authority in addition to agency named.

¹ Secretary of the Territory is chairman of 3-member Board of Commissioners of Public Archives.

² Illinois State Library is a department of Secretary of State.

	(7) Kinds of Records	(8) Local Archives, how acquired	(9) Other Functions	(10) Photoduplication Service, what kind
1	State & local archives, hist. mss., maps, doc. films, sound recordings	Permission of probate & circ. judges & director of Dept. of A. & H.	Hist. library, hist. museum, hist. magazine	Photostat & microfilm
2	Territorial archives	None	See Note 1	None
3	State & local archives, hist. mss.	By deposit by local govts.; also by purchase	Hist. library, law library, legislative reference	None
4	State archives, Confederate records	None; but transfer authorized by law	Hist. library, museum, publications	None
5	Spanish archives, state archives, maps, films	None	None	Photostat & microfilm
6	State archives	None at present	Publications	Microfilm
7	State & local archives, hist. mss., maps, films, sound recordings	By deposit (non-current records by law); also by gift or purchase	Library, publications	Photostat
8	State & local archives, hist. mss., maps, films, motion pictures, photog., sound recordings	Transfer of records 75 yrs. or older, by law	Reference library, publications, hist. markers, public records administrator	Photostat & microfilm
9	State archives, hist. mss., maps, doc. films	Transfer by law, but lack of space prevents	Library	None†
10	State & local archives, hist. mss.	By loan or gift; voluntary transfer by counties by law	Hist. library, museum items	None†
11	Archives: Monarchy to Territory; hist. mss., maps, photog. negatives & prints	By law, gift or purchase	Library, publications	Photostat & microfilm
12	None	None	See Note 2	None
13	State & local archives	Voluntary transfer by law, but local govts. urged to care for records. ³	Publications ⁴	Photostat & microfilm

† Photostats available through commercial firms.

¹ Alaska Historical Library and Museum is separate Territorial agency, located in Federal Bldg., Juneau.

² Historical functions performed by State Historical Society, State House, Boise.

³ Archives Dept. compelled to accept transfer of county records prior to 1870 if county unable to care for same.

⁴ Some state archives are published in *Ill. Hist. Collections* by State Historical Library.

	(1) State or Terr.	(2) Name of Agency	(3) Independent Agency or Division of Larger Dept.	(4) Title of Archival Official	(5) Name of Archival Official	(6) Address of Same
14	Indiana	Archives Div.	State Library ¹	Archivist	Margaret Pier- son	State Library, In- dianapolis
15	Iowa	Dept. of History & Archives	Independent	Curator & Di- rector of Arch.	Emory H. Eng- lish (Acting)	State Historical Bldg., Des Moines
16	Kansas	State Historical Society	Independent ²	Secretary	Kirke Mechem	Memorial Bldg., Topeka
17	Kentucky	Dept. of Libra- ry & Archives	?			The Capitol, Frankfort
18	Louisiana	Dept. of Archives	Louisiana State University ³	Head	(Position vac- ant)	Louisiana State Univ., Baton Rouge
19	Maine	None	* ⁴	None	None	None
20	Maryland	Hall of Records Commission	Independent	Archivist	Morris L. Radoff	Hall of Records, Annapolis
21	Massachusetts	Archives Div.	Secretary of the Common- wealth	Chief	William J. Sullivan	438 State House, Boston 33
22	Michigan	Historical Com- mission	Independent	Secretary	Lewis Beeson	641 State Office Bldg., Lansing
23	Minnesota	Minn. Historical Society	State Archives Commission ⁵	Ex officio sec- retary of com- mission	Arthur J. Larsen	Minn. Hist. Soci- ety, St. Paul 1
24	Mississippi	Dept. of Archives & History	Independent	Director	William D. McCain	War Memorial Bldg., Jackson 105
25	Missouri	None		Archivist ⁶	Gilbert Knip- meyer	P.O. Box 481, Jef- ferson City
26	Montana	None	*	None	None	None

* Secretary of State has archival authority in addition to agency named.

¹ The Indiana Commission on Public Records, of which the Secretary of State is a member, has legal authority concerning preservation or destruction of archives.

² Secretary of Historical Society is secretary of State Records Board, created in 1945 for administration of retention and disposal of records.

³ The Louisiana Secretary of State is charged with the protection of all state records; the Dept. of Archives of L.S.U. has legal authority only to receive state and local archives.

⁴ Some Maine archives are with Secretary of State, some in State Library.

⁵ The Commission of 5 members has authority over disposal and photoduplication of state records.

⁶ The state archives of Missouri are not centralized; the archivist works in the department where the need is greatest—in two thus far, Secretary of State and the Adjutant-General's Office.

	(7) Kinds of Records	(8) Local Archives, how acquired	(9) Other Functions	(10) Photoduplication Service, what kind
14	State & local archives, maps, doc. films	Voluntary transfer through Commission on Public Records	Library	Photostat
15	State archives, hist. mss., maps	None	Hist. library, hist. magazine, war hist. div., portrait gallery	None ¹
16	State & local archives, hist. mss., maps, pictures, microfilm	Voluntary transfer by counties by law	Hist. library, hist. museum, publications incl. magazine	Microfilm (for in-service only)
17	No reply received			
18	State & local archives, hist. mss., maps, films	By loan from official in charge	None	None†
19	None	None	None	None
20	State & local archives, hist. mss., maps, doc. films, sound recordings	By mandatory legislation since June 1, 1945	Publications	Photostat & microfilm
21	State archives, maps	None	None	Photostat
22	State archives	May secure custody, but none acquired	Museum, publications incl. hist. magazine	None
23	State & local archives, hist. mss., maps	By permissive statute	Hist. library, hist. museum, publications incl. magazine	None ²
24	State & local archives, hist. mss., maps	No consistent policy—lack of space	Hist. library, museum, hall of fame, publications incl. magazine	None†
25	None	None	None	Photostat
26	None	None	See Note 3	None

† Photostats available through commercial firms.

¹ Secretary of State operates photostat division for all state departments.

² Photoduplication service will be provided under State Archives Commission established July 1, 1947.

³ Most historical functions are performed by the Historical Society of Montana, located in the Capitol Building, Helena.

	(1) State or Terr.	(2) Name of Agency	(3) Independent Agency or Division of Larger Dept.	(4) Title of Archival Official	(5) Name of Archival Official	(6) Address of Same
27	Nebraska	State Historical Society	Independent*	Superintendent	James C. Olson	State Capitol, Lincoln 9
28	Nevada	State Library	Independent	State Librarian	E. C. D. Marriage	State Library, Carson City
29	New Hampshire	None	*1	None	None	None
30	New Jersey	Bureau of Archives & History	Div. of State Lib'y, Archives & History*2	Director	Roger H. McDonough	State House Annex, Trenton 7
31	New Mexico	Museum of New Mexico	Independent	Curator of History	Arthur J. O. Anderson	Santa Fe
32	New York	Division of Archives & History	Education Dept.	Director	Albert B. Corey	330 Education Bldg., Albany 1
33	North Carolina	Dept. of Archives & History	Independent	Director	Henry Howard Eddy (Acting)	Education Bldg., Raleigh
34	North Dakota	State Historical Society	Independent*	Librarian	Mrs. Florence H. Davis	Liberty Memorial Bldg., Bismarck
35	Ohio	State Archaeological & Historical Society	Independent*3	Curator of History	John O. Marsh	State Museum, Columbus 10
36	Oklahoma	State Historical Society	Independent	Staff Archivist	Mrs. Rella Looney	Historical Bldg., Oklahoma City
37	Oregon	Div. of State Archives	State Library*	State Archivist	David C. Duniway	Oregon State Library, Salem
38	Pennsylvania	Archives Div.	Historical & Museum Commission	State Archivist	Henry W. Shoemaker	Education Bldg., Harrisburg
39	Rhode Island	State Archives	State Dept.*	Assistant in charge of Archives	Mary T. Quinn	314 State House, Providence 2

* Secretary of State has archival authority in addition to agency named.

¹ New Hampshire Secretary of State has authority over provincial records.

² Under New Jersey Dept. of Education.

³ Disposal of records or transfer to Society administered through State Records Commission, composed of state librarian, state auditor, and attorney general.

	(7) Kinds of Records	(8) Local Archives, how acquired	(9) Other Functions	(10) Photoduplication Service, what kind
27	State & local archives, hist. mss., maps, photographs, sound recordings	Transfer provided by law	Library, museum, publications incl. hist. magazine	None†
28	State archives?, maps	None	None	None
29	See Note 1			See Note 2
30	Local archives, few state archives	Voluntary transfer	None	None
31	State & local archives, hist. mss., maps, doc. films	By gift	Library, museum	Photostat
32	See Note 3	See Note 4	In other divisions of Education Dept.	"Unsatisfactory"
33	State & local archives, hist. mss., maps, doc. films, sound recordings	Voluntary transfer	Hist. museum, publications incl. hist. magazine	None†
34	State archives, hist. mss., maps	None	Publications	None
35	State archives, hist. mss., maps	None	Hist. library, museum, publications incl. hist. magazine	Photostat
36	State & local archives, Indians (5 Civilized Tribes), hist. mss., maps, films	By gift	Hist. library, museum, hist. magazine	None
37	State & local archives, photog. records for State Library	Acquired by state agencies and transferred	Library	None ⁵
38	State & local archives, hist. mss., maps	Voluntary transfer or through indirect channels	Publications	Photostat & microfilm
39	State archives	None	None	None

† Photostats available through commercial firms.

¹ Some state and local archives are in office of Secretary of State; provincial records and historical mss. in New Hampshire Historical Society; some historical mss. in State Library.

² Photostating available through office of Secretary of State.

³ Some archival and historical records are in New York State Library which is the only custodial agency.

⁴ Div. of Archives and History has control by law over local records for inspection and recommendation of equipment in local offices.

⁵ Photostats and photog. prints obtainable through State Highway Dept.

	(1) State or Terr.	(2) Name of Agency	(3) Independent Agency or Division of Larger Dept.	(4) Title of Archival Official	(5) Name of Archival Official	(6) Address of Same
40	South Carolina	Historical Commission	Archival Dept.	State Historian	A. S. Salley	World War Memorial, Columbia 56
41	South Dakota	None		None	None	None
42	Tennessee	Div. of Library & Archives (State Library)	Dept. of Education*	State Librarian & Archivist	Mrs. John Trotwood Moore	State Library, Capitol Bldg., Nashville
43	Texas	Archives Div.	State Library	State Archivist	Harriet Smither	State Library, Capitol Station, Austin
44	Utah	[No reply received]				
45	Vermont	Public Records Commission	Independent*	Executive Secretary	Earle W. Newton	State House, Montpelier
46	Virginia	Archives Div.	State Library*	Head Archivist	William J. Van Schreeven	State Library, Richmond 19
47	Washington	State Archives	Div. of Finance, Budget & Business	State Archivist	J. A. Dague	Public Lands-Social Security Bldg., Olympia
48	West Virginia	Dept. of Archives & History	Independent*	Director	Mrs. Roy Bird Cook	Capitol Bldg., Charleston
49	Wisconsin	State Historical Society	Independent	Director	Clifford L. Lord	816 State St., Madison 6
50	Wyoming	State Library & State Historical Dept.	Independent*	State Librarian	Mary A. McGrath	Supreme Court Bldg., Cheyenne

* Secretary of State has archival authority in addition to agency named.

	(7) Kinds of Records	(8) Local Archives, how acquired	(9) Other Functions	(10) Photoduplication Service, what kind
40	State archives, hist. mss., maps	None	Publications	None†
41	None	None	See Note 1	None†
42	State & local archives	Voluntary transfer by law	Museum	None†
43	State archives, hist. mss., maps, doc. films	Permissive statute, but lack of space	Library, publications, museum items	Photostat, microfilm by commercial firms
44	[No reply received]			
45	State archives	None	None	None
46	State & local archives, Confederate records, hist. mss., maps, sound recordings	Borrowed for photocopying; some on deposit from counties	Library, publications	Photostat, microfilm projection prints
47	State archives	None	None ²	Photostat
48	State archives, hist. mss.	None, but voluntary transfer by law	Museum, publications incl. hist. magazine	None†
49	State archives, ³ hist. mss., maps	None	Hist. library, museum, hist. publications incl. magazine	None ⁴
50	State archives, hist. mss., maps	None	Library, museum, publications	None

† Photostats available through commercial firms.

¹ Most historical functions are performed by the South Dakota State Historical Society, which has a few state archives in addition to historical mss., etc.

² Historical and related functions are handled by Washington State Historical Society, Tacoma.

³ Committee of Public Records of 3 members, incl. director of Historical Society, has charge of retention and disposal of state records, their photoduplication, and transfer to the Historical Society.

⁴ Handled through State Bureau of Purchases.

CITATIONS OF ARCHIVISTS¹

BY THE NAVY

LIEUTENANT EVERETT O. ALLDREDGE. *United States Naval Reserve.*

"For outstanding performance of duty as Officer-in-Charge of Naval Records Management Center, Eastern Division, from January 1944, to December 1945. Charged with the responsibility of establishing the Records Management Center without benefit of precedents or previous organizational methods for guidance, Lieutenant Alldredge utilized his skillful civilian training and background to develop the Naval activity with resultant saving of \$900,000 to the Navy Department in space, equipment, time and personnel and rendered invaluable assistance in devising an effective permanent procedure for the orderly preservation and disposal of all Naval records. Subsequently through his zeal and untiring efforts, he was largely responsible for organizing the Naval Records Management Centers in Los Angeles, New York City and Mechanicsburg. By his initiative, administrative ability and devotion to the fulfillment of an important assignment, Lieutenant Alldredge contributed to the successful prosecution of the war and upheld the highest traditions of the United States Naval Service.

LIEUTENANT COMMANDER HERBERT EDMUND ANGEL. *United States Naval Reserve.*

"For outstanding performance of duty as Assistant Director, Records Administrative Division, Executive Office of the Secretary, from February 24, 1944, to March 26, 1945. Displaying keen foresight and ability, Lieutenant Commander Angel rendered invaluable service in the development and execution of a program for records disposal throughout the entire Naval establishment which resulted in minimizing cost, personnel, equipment and space both in offices ashore and aboard ship. His judgment and conscientious devotion to an important task reflect the highest credit upon himself and the United States Naval Service."

LIEUTENANT JOSEPH P. BRENNAN. *United States Naval Reserve.*

"For outstanding performance of duty as Officer in Charge of Microphotographic Service during the period from August 1, 1942, to March 23, 1944. A skillful technician and untiring in his efforts, Lieutenant Brennan has effected procedures involving the initiation, development and operation of a unique large scale program for providing engineering drawings on microfilm for the maintenance and repair of ships, aircraft and ordnance. By his exceptional initiative and broad vision, Lieutenant Brennan has made possible the present extensive scope of Microphotographic Service essential to the expeditious supply of equipment to ships and bases at hundreds of points on the globe."

¹ The citation given Lieutenant Colonel Wayne C. Grover by the War Department was published in the April 1947 issue, *THE AMERICAN ARCHIVIST*, Vol. X, p. [173].

LIEUTENANT COMMANDER EMMETT JOSEPH LEAHY. *United States Naval Reserve.*

"For outstanding performance of duty as Directory of Records Administration, Executive Office of the Secretary, from October 1942, to November 1945. Assigned the task of establishing a Records Administration to serve the entire Naval Establishment, Lieutenant Commander Leahy speedily improved and simplified the handling of a vast volume of vital correspondence and set up procedures for the maintenance and disposal of Naval records, thereby freeing many thousands of feet of floor space and saving much time and labor. By developing the Microfilm Service he made it possible to ship 80,000,000 copies of engineering drawings of planes, ships and ordnance to advance bases and repair activities with a minimum of space and money. His foresight, executive ability and sound judgment reflect the highest credit upon Lieutenant Commander Leahy and the United States Naval Service."

LIEUTENANT CHARLES HENRY NIEMANN. *United States Naval Reserve.*

"For outstanding performance of duty as Officer-in-Charge of Correspondence Management Service in the Office of Records Administration, Administrative Office, Navy Department, during World War II. Demonstrating exceptional ingenuity and professional ability in the fulfillment of an exacting assignment, Lieutenant Niemann originated, developed and executed a vast streamlining program to accelerate the flow of paper work essential in getting personnel, equipment and supplies to our forces afloat. Tireless and persistent in his efforts, he was instrumental in expediting over 2,000,000 essential letters a year from the Washington offices of the Navy, Marine Corps and Coast Guard and in saving the Government millions of dollars by his efficient, time-saving procedures. His resourcefulness, initiative and unstinting devotion to duty reflect the highest credit upon Lieutenant Niemann and the United States Naval Service."

BY THE WAR DEPARTMENT

LIEUTENANT COLONEL JESSE S. DOUGLAS

"Lieutenant Colonel Jesse S. Douglas, as a member of Historical Branch, G-2, War Department, from August 1943 to November 1945 displayed unusual ability in support of the army program to insure complete and competent history of World War II. Charged with supervising basic plans and policies he visited all theaters except two and was instrumental in winning support for, and the establishment of sound, well-organized historical activity in each."

Archival Buildings

VICTOR GONDOS, JR., Editor

*Chairman, Committee on
Archival Buildings*

NEW ARCHIVES BUILDING FOR THE ARCHDIOCESE OF NEW YORK¹

The New York Archdiocese of the Roman Catholic Church is planning to erect a splendid new building at St. Joseph's Seminary in the vicinity of Dunwoodie, Yonkers, N.Y., to be known as "The Archbishop Corrigan Library and the Patrick and Mary McGovern Archives and Museum." The architects are Eggers and Higgins of New York, who were partners of the late famed John Russell Pope. Dr. Thomas F. O'Connor acted as archival consultant in behalf of the Archdiocese. Although under one roof the library and the archives are to be separately administered—the former by St. Joseph's Seminary, the latter by the Archdiocese.

Summary of Building Data

Cost—estimated at \$750,000, including library and museum.

Size—the Patrick and Mary McGovern Archives will occupy the west wing of the building which is 81'-8" long by 33'-10" wide, and, including the museum floor the height is about 50'-0". But the two archives floors comprise less than half of this height. The total estimated cubage of the west wing is thus about 135,000 cubic feet of which some 60,000 cubic feet comprises the gross volume of the archival part. The net volume available for archival use is about 53,000 cubic feet.

Space layout—the archives occupy two floors of the west wing. The basement contains the archival stacks, and above it will be the archival search room, the work room, and the office quarters. The search room is entered from a foyer which connects directly with the main floor of the library, and the foyer also has stairs leading to an independent archival entrance from the street level.

Stack Floor—exclusive of walls the stack floor has an area of some 2,600 square feet and a clear height of 8'-0" thus containing a volume of 20,800 cubic feet. This space contains 11 double-faced ranges. The ranges are 5'-6" center-to-center, with aisles 2'-6" wide between the ranges. To furnish lengthwise communication, along each of the longer sides of the room there is an aisle 3'-6" wide. In one corner is a small photostat room measuring 12'-6" by 10'-6". In the opposite corner is a small stairway connecting with the

¹ Frontispiece.

search room floor above. A dumbwaiter, 2'-6" by 2'-0", serves the stack floor, the search room floor, and the museum above it. Other than a small table there are no provisions for working space equipment in the stack area. Seven windows admit daylight into the stacks.

Search Room—the search room proper has an area of some 1,400 square feet and is daylighted with six windows with a western exposure. There is a clear height of 11'-0" thus providing a cubage of 15,400 cubic feet. The room will be equipped with book shelving along two walls, with over-size shelving for newspapers and maps along a third wall, and a catalogue file next to the Archivist's office. The usual complement of tables and chairs will occupy the floor area, with each table designed for the use of four persons with their archival material spread out, so that each searcher will have a larger amount of working space than that usually allowed for library seating arrangements.

Offices—south of the search room are to be two offices of approximately equal size, each containing some 500 square feet. Each office will be equipped with the usual office furniture of desk and chairs, a small closet, a card file and a letter file, and book shelves. Some of the shelves will be 16" in depth to house document boxes.

Work Room—north of the search room, extending the whole width of the wing, is a work room for the archivist and staff. Window exposures are towards the north and west. The area is about 1,000 square feet and the room is directly connected with the stack area below by metal stairs and also by dumbwaiter. Besides a closet the room is to be equipped with work tables, filing cabinets, card files, and a sink.

Other Facilities—the receiving room and platform as well as the fumigation room are to be used jointly with the library. These facilities are, unfortunately, located at the opposite wing of the building more than 150'-0" away from the archival wing. After the initial intake, however, the annual increment of accessioning is expected to be rather small in volume, consequently this awkward location of service facilities, necessitating trucking through the library stacks, is not expected to handicap the normal operation of the archives.

HAVE YOU SEEN?

Alva Johnston, "Hot Documents," *Saturday Evening Post*, Vol. 219, no. 32 (February 8, 1947), 15-17, 95-96, 98; no. 33 (February 15, 1947), 34-35, 91-92, 95; no. 34 (February 22, 1947), 26, 95-96, 98, 101; no. 35 (March 1, 1947), 28, 78, 80-81. Deals with forgeries.

Ralph S. Bates, *Scientific Societies in the United States*. (New York, 1945. Pp, vii, 246.)

National Archives (Philip P. Brower), *Inventory of the Records of the Rubber Survey Committee August-September 1942*. (Washington, 1947. Pp. 21. Processed. This is the first publication to appear from the National Archives World War II Records Project.

Ben F. Dixon, *Syllabus of a course in Family History and Genealogy for Adult Evening Classes*. (Washington, 1946.)

Lucia Moholy, "The ASLIB Microfilm Service: The Story of its Wartime Activities." *Journal of Documentation*, 2 (December, 1946), 147-173.

H. A. Cronne (ed.), *Bristol Charters 1378-1499*. Bristol Record Society's Publications. Vol. XI. (Bristol, 1946. Pp. xi, 219.) Introduction contains a section on Bristol historians and archives.

A Picture Book Introduction to the San Jacinto Museum of History, Outlining its Scope by Illustrations Drawn from Exhibits and Collections. (San Jacinto Monument, Texas, 1947?). A model of institutional pictorial propaganda.

Luther H. Evans, "Texana in the Nation's Capital," *Southwest Historical Quarterly*, 50 (October, 1946), 220-235.

J. V. Kitto, "Library of the World's Oldest Parliament," *Special Libraries*, 38 (January, 1947), 17-19. The House of Commons Library has archival holdings as well.

M. W. DeWolfe, "Open Shelf Filing Proves Practical," extract from National Office Management Association, *Forum*, 21 (November, 1946), 8-13.

Clifford K. Shipton, "The Harvard University Archives: Goal and Function," *Harvard Library Bulletin*, 1 (Winter, 1947), 101-108.

New Horizons in Public Administration: a Symposium. (University, Alabama, 1945. Pp. 145). Contains papers by Leonard D. White, Marshall E. Dimock, Donald C. Stone, Gordon R. Clapp, John D. Millett, and Arthur W. Macmahon.

Russell A. Algire, "Insurance for Office Records," *Office*, 24, no. 6 (December, 1946), 60.

Julius B. Kaiser, "Myopia in Filing," *Office Management and Equipment*, 8 (January, 1947), 45-46.

Julius B. Kaiser, "Retention of Business Records," Conference Board, *Business Record*, 4 (January, 1947), 12-14.

Harry C. Bauer, "The Undiminishing Record," *Special Libraries*, 38 (February, 1947), 48-50. Urges control by microfilming.

Mary A. Benjamin, "Shall a dealer permit his manuscripts to be copied?," *Collector*, 60 (March, 1947), 49-54.

Edward G. Campbell, "Saving the Custer Muster Rolls," *Military Affairs*, 10 (Summer, 1946), 49-57. Describes their flattening and lamination at the National Archives.

Margaret C. Norton, "Organizing a New State Archives Department," *Illinois Libraries*, 28 (December, 1946), 496-503.

John G. Bradley, "Specifications on Motion Picture Film for Permanent Records," Society of Motion Picture Engineers, *Journal*, 48 (February, 1947), 167-170.

Kenneth H. Rippen, "Design for File Room Living," *Office Management and Equipment*, 8 no. 3 (March, 1947), 44-46.

Historical Reports on War Administration. Office of Price Administration. Miscellaneous Publications:

No. 1. Chronology of the Office of Price Administration, January 1941-November 1946. (Washington, United States Government Printing Office, 1947. Not paged.)

No. 2 Minutes of the Price Administration Committee, 1941-42. (Washington, United States Government Printing Office, 1947. Pp. iv, 65.)

William J. Van Schreeven, "How to Handle Municipal Records," *Public Management*, 29 (March, 1947), 66-69.

Great Britain, Directorate of Military Survey, *Manual of Map Classification and Cataloging* (Supplement. London, 1947.) The Manual to which this is a supplement has been reviewed in THE AMERICAN ARCHIVIST.

Clarence B. Carey, "How to Get a Good File Clerk," *Filing Bulletin*, 15 (April, 1947), 57-59.

Edith McWilliam, "When Transfer Time Rolls Around," *Filing Bulletin*, 15 (April, 1947), 62-63.

Walter Rudolph, "Microfilming Saves Hospital \$10,000 in Additional Space," *Office*, 25, no. 4 (April, 1947), 37-40.

The Archivist's Book Shelf

RICHARD G. WOOD, Editor

The National Archives

TRADE JOURNALS

Across the desks, and frequently into the wastebaskets, of purchasing agents and office supervisors come every month scores of trade journals, manufacturers' house organs, and little known association bulletins. Filled with advertisements for office furniture and articles suggesting ways to increase sales of carbon paper, they usually go unnoticed by archivists and records administrators. These journals are not indexed in the *Readers' Guide to Periodical Literature*, few of them appear in the *Union List of Serials*, and even large libraries do not attempt to acquire them systematically or to keep the sample copies they receive, but often included among items on display cabinets and dictaphones are articles of genuine interest to persons engaged in records work, on new filing schemes, records preservation, disposition schedules, and the value of historical records.

A partial list is given below of some periodicals archival institutions should certainly try to acquire, at least for examination. In most cases these magazines can be obtained free from the manufacturer or association, but a few are distributed on a regular subscription basis.

File (formerly *File Topics*). Published by the Filing Association of New York.

Filing Bulletin. Published monthly except July and August by the Chicago Filing Association, 1215-25 East Jackson Boulevard, Chicago 4, Illinois.

One of the best journals in this field, it reprints articles of filing interest appearing elsewhere, proceedings of filing association conferences, and statements by leading authorities on records and files.

Government Narrator.¹ Published occasionally by Remington Rand, Inc., 315 Fourth Ave., New York 10, New York.

"This publication is produced and distributed without charge in the interests of improved administrative procedures in Government." Illustrated articles on selected topics in administration with "methods, systems and equipment that have proved successful in effecting practical and efficient Government administration."

Multigraph Users' News. Published by the Addressograph-Multigraph Corporation, 1200 Babbitt Road, Cleveland 17, Ohio.

Designed to "promote economy and efficiency in the use of multigraphed

¹ This paragraph contributed by the Editor.

equipment," it often contains items of interest on paperwork systems, paper, inks, forms controls, etc.

Office, Magazine of Office Equipment. Published by Office Publications Company, 270 Madison Avenue, New York 16, New York. Subscription \$1.50 per year.

About half advertising and half text, this little magazine offers discussions of new office machines, employee relations, office control, and in the March, 1947, issue, two articles interesting to archivists: "Files have historical value," Pp. 60-62, pointing out the value of records in business for historical purposes, and "Alphabetical subdivisions for file indexing," p. 68-70. This company also publishes a Spanish edition, *La oficina*, and the *Office equipment exporter*.

Office Appliances. Published monthly by the Office Appliance Company, 600 West Jackson Boulevard, Chicago 6, Illinois. Subscription \$2.00 per year.

The forty-three year old trade journal of the office equipment industry, it covers the manufacture and distribution of office machinery, office devices, office furniture, office supplies, and the complete range of commercial stationery. Files of its predecessors, *The American Stationer*, *Typewriter Trade Journal*, and the *Business Equipment Journal*, are interesting from the point of view of the history of office methods.

Office Economist. Published quarterly by the Art Metal Construction Company, 369 Broadway, New York 13, New York.

A magazine of business ideas for the office, the issue for the first quarter of 1947 has "Our national social security index," by Mildred O. Waugh, a description of the Postindex visible files of the Social Security Administration.

Office Equipment Industry. Official organ of the Office Appliance Trades Association of Great Britain and Ireland, Manfield House, 376-379 Strand, London W.C. 2, England.

Devoted chiefly to business methods, export opportunities, and developments in office equipment.

Office: Management and Equipment. Published monthly by Andrew Geyer, Inc., 260 Fifth Avenue, New York 1, New York. Subscription \$2.00 per year.

Featuring office purchasing, equipment, methods and personnel, the March, 1947, number has an article by Kenneth H. Ripnen, "Design for file room living," Pp. 44-46.

Paper and Print. Published quarterly by Stonhill and Gillis, Ltd., 329 High Holborn, London W.C. 1, England.

Of more scholarly bent than most of the periodicals listed here, this journal often contains instructions on the preservation of old papers, the history of paper making, and so forth.

Permanence. Published by L. L. Brown Paper Company, Adams, Massachusetts.

"A news publication for those public officials to whom the country's vital records—national, state, county, municipal and town—are rightfully entrusted and securely safeguarded," it contains chiefly news notes and biographical sketches of local officials.

Town Clerks Topics. Published monthly by the Board of Trustees, Town and County Officers Training School of the State of New York, Hotel Ten Eyck, Albany, New York.

An information and training extension bulletin, with especially valuable information for archivists. The March, 1947, issue has "Sources of historical information concerning veterans," by the New York State Director of Selective Service.

Weston's Record. Published irregularly by the Byron Weston Company, Dalton, Massachusetts.

Devoted to the interest of county officials, it is concerned chiefly with the promotion of the use of a certain kind of paper for permanent records, but it does contain short articles on binding, indexing, filing, and preservation, and occasionally reprints writings of archivists published elsewhere.

MARY JANE CHRISTOPHER

The National Archives

Wartime Photographic Activities and Records Resulting Therefrom

By DONALD C. HOLMES

Library of Congress, Washington, D.C.

WORLD WAR II was as much a war of photographs as of bullets. When the first war clouds appeared above the horizon, the United States was as well equipped as any nation to utilize the potentialities of photography to the utmost. At the outbreak of World War I quite a different situation prevailed, for the United States at that time depended heavily on Europe for photographic equipment, particularly lenses, and for dyestuffs used in the manufacture of sensitive materials. Indeed, when we entered World War I there were only a few pounds of optical glass on hand and no facilities existed anywhere in this country for making more. Stocks of German dyes, even with the supplemental cargo of the German merchant submarine *Deutschland*, were exhausted long before war was declared.

As a direct consequence of World War I, the United States was forced to expend huge sums of money for research and development work in many technical fields. The American photographic industry was particularly successful in achieving its goals. The German monopoly of dyestuffs was broken; the manufacture of optical glass was achieved; new methods, products and processes rapidly appeared. Photographic manufacturing joined the ranks of the more important American industries.

As the conflict in Europe progressed from a "phony" to a shooting war, our national defense program shifted into high gear. The unparalleled resources of the nation were marshaled for war production. Existing plants were operated on an around-the-clock basis. New manufacturers entered the field. Practically all of the greatly expanded output of photographic equipment and supplies was purchased by the government or channeled to friendly nations. Manufacturers continued to make cameras of standard design, some with small alterations, but many new ones, intended for particular and often highly specialized purposes, were developed. During the war the average citizen found that photographic cameras and supplies became increasingly hard to procure. Favorite brands of film and paper were seldom obtainable. All

equipment was scarce, expensive and, for the most part, could not be secured without government priority.

American industry used photography for an almost inconceivable variety of purposes. Photographic identification cards were issued to employees. Individual x-ray photographs or radiographs were made of entire factory staffs and the x-ray became a vital link in assuring the dependability of equipment through its use in detecting flaws in castings and metal parts. The aircraft industry devised a method of projecting precision drawings on metal plates and of making duplicate true-to-scale templates on metal by photographic processes. Instrument dials were manufactured photographically. All varieties of photographic recording were employed, for example, periodic photography of instruments indicating the performance of mechanical equipment.

Ultra high speed photography was further perfected and, along with stroboscopic photography and time lapse motion pictures, was put to use in research, development, and production. The technique of assembly was speeded by exploded drawings recorded and even animated photographically. Personnel received instruction in many new skills, in safety and hygiene, with the aid of training films. The science of ballistics was advanced by triangulation cameras. Instruction manuals, of which there were literally thousands, were prepared by offset printing which required photographic techniques. Advance copies were often prepared entirely by photography.

Within the armed forces photography was everywhere. On entering the service the recruit was photographed for his identification card and an x-ray photograph was made of his chest. He saw training films on first aid, survival in emergency, instruction in doing the particular tasks assigned to him, as well as many other subjects. Well over ten thousand training films were produced. In practice, gunners fired camera guns that photographed gun sights and targets so precisely that, had the guns been real, hits and damage could accurately be assessed. In combat, automatic cameras in wings, bomb bays, or elsewhere, provided an accurate and useful record of a mission. Sequences of action made by these recording instruments were features of wartime news reels and of the productions "Fighting Lady," "The Battle of Midway," and others.

One of the more important wartime photographic assignments was the transmission of the serviceman's mail, V-mail, that maintained close contact with home, half way around the world. Through an adaptation of microphotographic techniques, 16mm. and 35mm. film were used to transmit these communications. The note to be sent V-mail was photographed on one hundred feet rolls of 16 mm. film, approximately five thousand messages to each roll. The films was processed and sent to its destination by highest priority air express. At the

destination a machine automatically enlarged the messages on rolls of paper measuring four and one-fourth inches wide by eight hundred and twenty-five feet in length. The individual messages, each four and one-fourth by five and one-half inches in size, were then cut from the rolls and distributed in the same manner as ordinary mail. Two essentially similar services, V-mail and official mail, were operated simultaneously; V-mail received wide publicity, official mail did not.

From the beginning, when the V-mail service was organized, until November 1, 1945, when it was terminated, 648,108,066 communications were transmitted overseas, while 614,822,846 were received by the army alone. In the same period the Navy and Marine Corps handled about two million communications. Much of the film and sensitive paper that was so scarce at home during the war years was used for these purposes. The satisfactory morale building job done by V-mail is well known.

Microfilm, however, played a spectacular part in many other operations. The overhaul and repair of aircraft and ships at the many far-flung bases of this truly global war was a critical necessity—blueprints of parts and assemblies were essential to accomplish these repairs expeditiously. Not considering the time of preparation, to distribute the fifteen thousand drawings of a Corsair F4U fighter on paper to all operating bases was an impossibility from the standpoint of paper production and ship transport. Yet the drawings *on microfilm* of all types of operational aircraft, and equipment to read and reproduce them, were distributed to four hundred and fifty naval air activities by the Bureau of Aeronautics, and to an unknown number of ship's bases by the Bureau of Ships. The Bureau of Aeronautics alone shipped the equivalent of more than fifty million drawings on microfilm. Similarly the army distributed drawings in great numbers to their operations. At the conclusion of the war approximately nine-tenths of Naval Air activities were dependent on microfilm for technical information.

As a corollary the use of microfilm was directly responsible for reductions of at least seven hundred and fifty thousand dollars in aircraft contracts. This saving was made possible because aircraft factories were not required to supply large numbers of blueprint copies.

Technical letter material on 35 mm. microfilm was mailed every day, within twenty-four hours from the time it was signed, to six hundred installations. The printer's copy of all technical notes and technical changes affecting aircraft as well as flight medicine notes was microfilmed and sent from the Bureau. The microfilm was usually not enlarged but was read on a reading machine. The information contained on the microfilm in most cases reached its destination within a few days, whereas the printed material did not arrive for from one to three months. In the supremely important field of technical changes affecting

aircraft, microfilm kept outlying bases fully up to date long before it was possible to receive the printed document.

A project was instituted whereby a microfilmed map of an island in Japanese hands was superimposed upon a radar photo of the surrounding submarine topography. Skilled technicians were able to gauge depths, spot hidden reefs, and thus facilitate landings on islands where no actual soundings could be made. Microfilm was used because the variable projection feature allowed parity adjustment with the reduction scale of the radar or photo.

The tremendous savings in space effected through the microfilming of records, at a time when floor space was as scarce as meat is today, is a matter for passing mention, not because it was unimportant—the exact opposite is true—but because it is completely familiar. Thousands of precious cubic feet of storage space were released, security copies of precious records were made, and the complicated administrative routines of the armed forces were speeded up through the uses of photography.

The broad picture of World War II is here, on film—for the record. An undeniable, incontrovertible, record of how the United States awakened, arose, armed, trained, and fought.

While new applications have the freshness of novelty, established methods and old photographs were often of great value. When the Japs invaded Attu and Kiska, the best photographs then available were some ninety odd from the National Archives made in 1883 by a geologist, aboard a fishing steamer, studying pelagic sealing in the Bering Sea. These photographs saved valuable time and probably many lives in that foggy, inhospitable area. Public and private photograph collections were searched for details of all enemy-held territory, particularly for views of cities, towns, ports, and installations of all types. Hundreds of thousands were accumulated, tabulated, and used for surveys and studies of all types dealing with the effective prosecution of the war.

In operational work photography was of paramount importance. Aerial photography developed with unparalleled speed. When the war was concluded, more than three-fifths of the fifty odd million miles of land area of the earth's surface had been mapped, some of it many times. Aerial reconnaissance photography was invaluable. In estimating ground conditions, the photo interpreter made valuable use of his knowledge of the ecological site characteristically occupied by each species of vegetation identified on aerial photos. There are numerous familiar examples of site preferences of vegetation. Willows prefer stream banks; sage brush and cactus indicate very dry sites; the bald cypress thrives only in swamp land. In the tropical Pacific areas where, during World War II, aerial photo interpreters were called upon to estimate ground conditions affecting military operations, many species

of vegetation show similarly specific site requirements. Mangrove trees indicate muddy salt swamp; casuarina trees prefer firm sandy beaches; and sago palms occupy fresh water swamps. In some cases a simple and plausible explanation for this site specificity of plants is found. Thus, willow trees are said to require large amounts of soil moisture because, in the atmospheric conditions favoring excessive loss of water vapor from leaves, the stomates or pores in willow leaves, unlike those in most leaves, do not automatically constrict; unrestricted transpiration is the result. Photo interpretation saved lives, material, and time.

For aerial photography varieties of film were used, each for a particular purpose. Panchromatic film with a yellow filter was the standard for reconnaissance and mapping. Color film and camouflage film were also used to a great extent. Special aerial cameras were designed as the war progressed to serve particular purposes. One worthy of mention is the Sonne continuous strip camera developed by the Chicago Aerial Survey Company.

The film capacity of this new camera was large enough to photograph a strip of terrain more than twenty miles long at a scale of one inch = fifty feet. The complete automatic installation weighed a little under one hundred pounds. Special lens viewers were provided for uninterrupted viewing of the strip photos. A floating mark comparator has been developed by the same company for photogrammetric measurements on the strip film. The wartime uses of strip photography required minimum altitude flying at extremely high plane speeds, that in combat, strangely enough, proved to be relatively safe. With the cameras mounted in fast fighter planes, flying at altitudes of one hundred to five hundred feet, the only anti-aircraft fire encountered came from hurriedly manned small arms and light machine guns. Usually the plane had flashed over the target and disappeared before enemy gunners could be alerted. The photos obtained were remarkably sharp and of extremely large scale. Naturally, at such low altitudes the coverage was very narrow in width. This limited the use of the camera to the coverage of spot targets or carefully selected strips of terrain. The most important use of strip photography by the Navy was in the stereoscopic measurement of water depths on the assault beaches of enemy-held coral islands in the western Pacific. The Sonne camera was also used by the Navy to great advantage in ground support photography in cooperation with the Tenth Army and the Third Marine Amphibious Corps through the Okinawa campaign. This latter application was very effective in the location of Jap cave defenses and the detection of camouflage. In Europe the Army is reported to have had fine results in low level strip reconnaissance, both in vertical and oblique photography. Although synchronization cannot be perfectly maintained for more than one distance from the camera to the object, there is enough leeway in synchronization that

sufficiently sharp stereo photos can be obtained from an obliquely mounted Sonne camera. Strange background distortions are apparent, but the oblique photos have proved very useful for special reconnaissance purposes.

Mapping was also done with the aid of trimetragon photography. In trimetragon photography an assembly of three cameras was used, one camera was directed vertically downward and two were mounted at an angle of thirty degrees from the horizontal and perpendicular to the line of flight. The two oblique cameras were so placed that they photographed both the horizon and a small area covered by the vertical camera. All cameras are exposed simultaneously so that the area from horizon to horizon, perpendicular to the line of flight, was covered by three photographs.

Practically all aerial photographs are exposed with a high overlap so that each successive picture contains sixty percent of the area covered by the preceding picture. It was therefore possible to prepare stereo pairs for use in detailed study. It is interesting to note that the entire French D-day Coast was mapped and vectographs (three dimensional photographs) were prepared and studied in detail by the Allied commands preparatory to the landing.

In the advanced areas where the fighting was thickest, film and camera carried on—in the rear where tactics were planned and logistics devised, the light-tight box and sensitized material worked overtime. On the home front, the photograph fought to speed the mass of detail a war generates.

The technician can view with profound satisfaction the progress made in photography in World War II, and, if time permitted, the few illustrations of photographic activities could be multiplied a hundredfold. Archivists, however, will probably view the results of these photographic activities with emotions ranging from appreciation and delight to dismay and panic. There are scattered in many depositories throughout the United States and the world literally thousands of tons of photographs of all types, enough, if gathered together in one place, to fill the National Archives building to overflowing. After all, the output of the photographic materials industry was absorbed for war purposes for a period of several years, and in dollar value the expenditures probably ran into the billions. Not all of the photographs purchased by these billions are records; in fact the greater quantity are not, although at this juncture little can be said with certainty about the extent of the photographic records problem. Whether one hundred million, two hundred million, or more, feet of motion picture film of record character was produced during the war cannot yet be determined. It is known that training film, feature pictures, short subjects, combat footage,

seized enemy films, gun and recording film, and other similar materials exist on 16mm. and 35mm. film in enormous quantities. There may be one or several hundred duplicates of a particular title; sometimes the same picture may carry sound tracks in thirty or more languages. Aerial photographs including mapping, reconnaissance, three-dimensional and trimetragon survey film, bomb damage photographs, target surveys, mosaic maps, and vectographs are estimated to number in the millions. All of these are certainly not records. If during a flight of three hundred B-29 bombers over Japan, each plane photographed the operation, at least ninety percent of the photographs would be considered substantial duplicates and subject to weeding. Areas were mapped and re-mapped many times. Technically poor and overlap material will be subject to elimination.

Still photographs, including negatives and prints, were also produced by the millions. A single file, for example, containing several hundred thousand photographs, might be duplicated in at least a dozen localities. As the still files are located and studied, the record picture will begin to take shape, and some progress is being made in this respect.

Microfilm, although photographic in format, is essentially documentary in character. The problems incident to wartime accumulations of microfilm are, therefore, no different from those encountered with paper records except, of course, that due allowance must be made for the inherent characteristics of microfilm; that is to say, special consultation, filing, and storage methods differing from paper records, must be applied. Insofar as the V-mail operation is concerned, no problem exists, for by regulation the microfilms were destroyed immediately after the paper prints were mailed. Official mail, technical communications, intelligence data and material plans, all on microfilm, remain to be considered. A postwar microfilm activity of considerable significance is still going forward. It consists of the reproduction of seized enemy documents for use by government agencies and in some cases for distribution to research and manufacturing organizations in this country.

The problem of photographic records viewed in the aggregate is tremendous, but work on its solution is going forward on many fronts. As files are consolidated and organized, duplicates can be eliminated. Materials of purely operational or specific character will likewise be discarded. As has been indicated, the broad lines of effort are already laid down, and the over-all picture is hopeful. Special cases and records that have become estranged for one reason or another will constitute special problems. It is with a sense of great relief that the technician can place these problems in the competent hands of present and future archivists.

Reviews of Books

RICHARD G. WOOD, Editor

*The National Archives
Washington 25, D.C.*

Annual Report of the Public Archives Commission, State of Delaware, by the State Archivist, for the fiscal year July 1, 1945 to June 30, 1946. (Dover, Delaware. Hall of Records, 1946. Pp. 56. Illustrations and appendix.)

The reports of the state archivist of Delaware, Leon deValinger, have always been informative and attractively presented. This report is no exception.

The work of the year is characterized as one of "readjustment and procurement of equipment." The end of the second World War brought to Delaware, as elsewhere, the problem of staff reconstitution. Resignations and terminations of employment of temporary members have made necessary the assumption of larger obligations by those who have remained; new members have been added and are being trained. A photographic section has been created, and two of its members, both veterans, are receiving in-service instruction given by the archivist under the provisions of the Veterans Administration program. But there is another kind of readjustment which is also receiving attention: the necessary advance in salary scales that is dictated by the rising cost of living and by consideration of the relative return due to the unorganized but skilled and experienced technician who performs vital but inadequately appreciated services. This problem is being placed before the state legislature, which assembled in biennial session in January.

By way of equipment, the principal acquisitions include the purchase of a portable Recordak microfilm camera, a truck adapted to the moving of records or filming and sound recording apparatus, sound recorders of both the disc and tape types, and reproducers for the sound-records of both types. In addition, the archivist anticipates the purchase of still and motion picture cameras to enable his staff to take a more active role in documenting Delaware history with photography. There has been little delay in using these new tools. By June, approximately a half-million pieces from a seven-ton mass of state treasurer's records were microcopied, and, as a measure promoting security, vital statistics from the records of the State Board of Health and back files of selected newspapers were also copied.

The work with more conventional record media included an extensive program of document repair by lamination. Much of this activity was of an emergency character. In matters touching the transfer and disposal of state records, the archivist reports that state officers have accepted with confidence the services of the Hall of Records staff. Financial records, some of which

reached to 1944, bulked largest in the year's accessions; a wide range of records, both state and municipal, were inspected and marked for destruction. The testing of papers and inks is being continued with the co-operation of the state Highway Department. A revised "Approved List of Papers and Inks" forms an appendix to the report.

Finally, the diminution of activity in the field of war records collection may be noted. The work of acquisition is largely completed, and certificates of appreciation signed by the governor, the secretary of state, the president of the Public Archives Commission, and the state archivist are being awarded as a manifestation of the state's appreciation of the services given by citizens who voluntarily aided the collection of the record. A copy of one of these certificates of recognition forms one of the illustrations in the report. Staff members of the Hall of Records are now collecting and verifying data for a memorial volume which will be published in commemoration of the men and women of Delaware who lost their lives in the war.

The report illustrates the successful execution of a broad, yet balanced, program of archival activity in small state. It illustrates no less effectively that the work of the Delaware Hall of Records has established its foundations deep in the life of the state. The records also suggests that the Hall of Records has advanced to a stage of maturity for which many if not most of our state archival agencies are still striving. Thus in all probability it is a wise course to look to the successes and failures of the archival institutions in our smaller states—where programs can be carried to completion more rapidly than in larger states—for that synthesis of functions which is to distinguish the fully developed archival institution. The report of the Delaware Hall of Records offers such an opportunity to look ahead.

CHARLES W. PAAPE

Carnegie Institute of Technology

The Historical Department. Twenty-eighth Biennial Report of the Iowa State Department of History and Archives for the Period Ended June 30, 1946. (Des Moines, Iowa, 1946. Pp. 76.)

This *Biennial Report* is interesting because it coincides with two events closely associated with the Department. First, it is the final report to be issued by Ora Williams, who has retired as Curator. Secondly, 1946 marked the centennial anniversary of Iowa's statehood. Mr. Williams has taken this opportunity to recount the development of the Department, a task for which he is ably fitted as he has been closely associated with its activities since the first steps were taken to establish it more than fifty years ago. He also discusses the role of the Department during Iowa's second century in opening up "new horizons of usefulness and greater possibilities of advancement in cultural as well as material things."

Mr. Williams made great strides in preserving, cataloging, and making available for use, the governmental records of Iowa. Iowa, like other states, has many archival problems yet. The primary need is an adequate, modern

building to handle existing records and to allow for expansion. Presently, Iowa archives are located in a building which is not fireproof and houses a chemical laboratory! How many states may have followed this course of saving records from one type of possible destruction (dampness, vermin and other hazards in out-of-the-way places) while taking greater chances in another form? As Mr. Williams states, "Little more need be said." It is up to the General Assembly to remedy the situation.

In common with the Federal Government and other States, Iowa has these other problems to be met: a greater volume of records due to the War; the disposal of records that have no permanent value, but destruction has not been authorized by existing legislation; and the lack of trained personnel in governmental offices to determine what records should be saved for transfer to the archives.

The remainder of the *Report* consists of accounts of the continuing activities of the Department. One may add that the *Report*, in general, outlines the problems to be handled by the next curator in continuing the work of the Department which was accomplished during Iowa's first century.

HOMER L. CALKIN

National Archives

Tenth Annual Report of the Archivist of the Hall of Records, State of Maryland, for the Fiscal Year July 1, 1944 through June 30, 1945. (Annapolis, 1945. Pp. 46.)

Eleventh Annual Report of the Archivist of the Hall of Records, State of Maryland, for the Fiscal Year July 1, 1945 through June 30, 1946. (Annapolis, 1946. Pp. 40.)

For almost twelve years now Maryland has held a position of exemplary leadership among the states in working out progressive policies and practices for the care of public archives. The Maryland Hall of Records is one of the model archival agencies in the country which is visited each year by records administrators from other states, and from foreign countries as well. For those who are not so fortunate as to be able to see this interesting archives for themselves, Dr. Radoff's annual reports provide excellent comprehensive statements of the progress and direction of his program. In them appear useful information concerning the structure and functions of the agency, its staff and its budget, new accessions and finding aids, and general discussions of archival policy. The tenth report, for example, outlines the considerations underlying the Maryland policy of concentrating county records in a central depository, a question about which there has been considerable debate. The file of these reports is valuable reference material for anyone who is interested in broad problems of records administration at the state and local levels.

Dr. Radoff's experience should give comfort and guidance to the growing number of archivists who are laboring to improve conditions in places where the systematic care of public records is something new. There is little of the flavor of quick and easy achievement in his reports, though he has been in some ways conspicuously successful. He has been content to lay sure foundations and to progress one step at a time on a long-range program, holding

himself to limited objectives in his immediate operations, while thinking ahead always to the wider responsibilities of the future. He has had his unsolved problems and no one could be more frank in acknowledging them. But there is in all he says a sustained note of statesmanship, sound policy, and careful practice that will quicken the purpose of those who share such problems, whether in his system or in their own.

The Maryland archivist reports on the points of accessioning, processing, and servicing records, and in the preparation of reference aids and publications. The transfer of state and local "historical" records (i.e., for the period preceding the adoption of the Federal constitution) to the Hall of Records is stated to be nearly finished, the process having been hastened by mandatory legislation enacted in 1945. Photocopy and repair rooms attained in their eleventh year new production levels the highest in the history of the agency. Several guides and indexes have been printed for general distribution. These are accomplishments which the archivist is entitled to report with satisfaction.

In other matters too there is assurance of continuing effort. Training sessions have been arranged in cooperation with the American University and the National Archives. Negotiations have been carried on with the Maryland Historical Society looking toward an agreement delimiting the activities of the two agencies. Reference and other services to government offices have been increased, although it appears that the records are still consulted more frequently for genealogical investigations than for administrative purposes or for historical research.

As the task of assembling and making available the archives of the colonial and early national period is now nearing completion, the archivist is devoting more of his energies to problems having to do with the care or disposal of "Modern Non-current Records." Since 1941 government officials wishing to destroy non-current files have been required to offer them first to the Hall of Records. Already it is becoming clear that if the agency is to be charged with the broader responsibility of participating in the administration of public records generally, a considerable expansion of staff and facilities will be necessary. The present reports review several instances in which the archivist has recommended that certain files be preserved, but has been forced to refuse them himself owing to a lack of space. There is indicated also an alarming turnover in staff, due to grossly inadequate wage and salary levels, which must necessarily lower the standards of operation at the very time when expanded service is called for. If Maryland is to maintain its position of leadership in records management, there must be a recognition on the part of the State that the physical plant of the Hall of Records needs to be enlarged very soon, and that its staff members who are in a number of cases skilled technicians or professional specialists, should be paid accordingly.

CHARLES M. GATES

University of Washington

Twelfth Annual Report of the Archivist of the United States for the Year Ending June 30, 1946. (Washington, United States Printing Office. 1947. Pp. iv, 99.)

Had the National Archives foundered during the War no one would have blamed Dr. Buck and his associates. Hardly had they learned to navigate their vessel, which was none too substantial for the services of peace, than they were swept into a storm of war which threw up no less than ten million cubic feet of records. Nor had they any experienced pilots, for never before had archivists faced such problems. By careful planning they handled in a satisfactory way the torrent of records from demobilized departments. True, the War is not yet over for the National Archives because the bulk of the ten million feet of war records is still in the hands of the permanent departments, although since the outbreak of the War the National Archives has tripled its holdings.

Never before has the archivist been faced with such problems of selection and destruction. Dr. Buck reports that the most difficult decisions and the most imperative need of destruction comes in the field of what he calls "operating records"—the routine records of such agencies as the Selective Service and the OPA. It must have been difficult to make the decision that such material as the registrants' Selective Service folders "probably will not be retained indefinitely," but in view of the fact that the National Archives could not now house the ten or twenty per cent of the War records which will eventually be kept, it is plain that much that the historians would like to see preserved must go.

In spite of loss of personnel the National Archives has done a fine job on the peace-time records. It now has in its custody most of the records of enduring importance for the period up to the 1920's and, like the rest of us, it is getting more and more recent records. In spite of this, the National Archives last year check-listed more records than it received. However, it may seem that Dr. Buck is being unduly optimistic when, from the fact that destructions now exceed accessions, he concludes that "the seemingly endless pyramiding of Government records . . . has come to a stop." When you stop to think of it, this means only that half of the greatly increased accumulation of records is being destroyed. The Federal Government to-day is turning out non-disposable records at far a higher rate than before the War.

Equally serious is the fact that the records in the custody of the National Archives are deteriorating much faster than the present staff can repair them. This is particularly true of the films which Dr. Buck thinks should be inspected once a year and damaged ones duplicated. The fact that good paper is far more durable than any film yet made is one that even the National Archives ought to take into consideration.

It would no doubt pay archives to hire publicity agents to explain that they are not repositories of dead matter but active service institutions which commonly pay their costs several times over. This is particularly true in the Federal Government in which the crowded departments would, if left to themselves, destroy documents which would later, as in claims suits, be worth millions to the Government. More, also, should be made of the fact that more than half of the nearly 238,000 services performed by the National Archives last year were to the Federal agencies. Few of these could have been performed so well by the agencies themselves; many thousands of them could not have

been performed at all had there been no National Archives.

No mere review can do justice to Dr. Buck's report. Every professional archivist will read it in full and find in it much that relates to his own problems.

CLIFFORD K. SHIPTON

Harvard University Archives

Seventh Annual Report of the Archivist of the United States as to the Franklin D. Roosevelt Library. 1945-46. (Washington, U. S. Government Printing Office, 1946. Pp. ii, 14.)

In the first year following the death of its founder and chief donor, the Franklin D. Roosevelt Library began to set the pattern we may expect to see followed in years to come: on April 12, 1946, the Roosevelt home was dedicated as a National Historic Site; on May 1 the inevitable coalition between the Library and the Home was inaugurated; on the same day the research room of the Library was opened and serious use of the manuscript material for research purposes began, ten times as many visitors flocked to the Home and Library as in previous years and there was every indication that the shrine "would soon stand with Mount Vernon and Monticello as a place of pilgrimage for the American people."

Problems that had been presaged in previous years were more clearly obvious as the pattern solidified. The inadequacy of the staff of nine to deal with the vast crowds, to answer countless inquiries, to arrange and rotate interesting exhibits and at the same time to process library material was obvious. The inadequacy of space became acute and the Archivist of the United States proposed that consideration be given the construction of an addition. The necessity for guides and selections from the late President's papers was recognized by a further proposal that a fund, to be administered by the American Historical Association, be established to foster research and to disseminate information on the history of the United States from 1910 to 1945.

As was inevitable, President Roosevelt's death brought a slackening in the material deposited with the Library, a slackening more acute in 1946 than it might be for several subsequent years because so much of the late President's paper was in the hands of his executors. During the year only 60 cubic feet of manuscript material was received (bringing the total holdings in this category to 2,738 cubic feet), half of this from the Roosevelt estate, consisting largely of Mr. Roosevelt's papers as Assistant Secretary of the Navy, 1913-1920, and the bulk of the remainder from Mrs. Roosevelt, including material relative to the inaugural ceremonies of 1933, 1941 and 1945, White House social functions and White House household accounts. Particularly interesting items given by Mrs. Roosevelt were a small notebook and eighteen exercise books from the President's boyhood. Other donors included Miss Francis Perkins, who gave the Library 125 items relating to her administration of the Labor Department, and the Democratic National Committee, presenting correspondence for the period from July 1932 to May 1933.

Enlarged space, increased staff are clearly the needs if this most interesting

archival experiment of a great president is to attain its full possibilities of service to the people he served.

MARY E. CUNNINGHAM

New York State Historical Association

Dominion of Canada. *Report of the Department of Public Archives for the Year 1946*. (Ottawa. Edmond Cloutier, King's Printer and Controller of Stationery, 1947. Pp. xxxix, 262.)

This report contains a variety of materials: the report proper of the Public Archives for 1946 (three pages), a list of accessions of the Manuscript Division for the year (seven pages); a section of "Historical Documents" (nineteen pages); and an appendix, a calendar of Nova Scotia official correspondence, 1802-1820 (262 pages).

The report of the Public Archives is a very brief resume of activities during the year. As was the case with archival establishments all over the world, the Department sought to reorganize its program on a peace time basis. Several former members of the staff returned from the armed forces, the Paris office reopened its doors, and the London office added to its force. Acquisitions were made by the Manuscript Division, the Map Division, and the Print Division. A serious loss was suffered in the death of Dr. James F. Kenney, who had been on the staff since 1912. During the year the Archives held two exhibits of pictures, and the War Museum, which continued to add to its collections, was visited by some 70,000 persons.

Acquisitions of the Manuscript Division include a diversity of materials, from a facsimile of the warrant for the execution of Charles I of England, 1648, to a set of departmental organizational charts of the Civil Service Commission, 1922; from a photocopy of a land grant, 1743, to a program of a concert, 1900; and from a facsimile of Magna Carta to extracts from a diary at Hong Kong, 1941. A few of the items are the official records of the Canadian Government, but most of them are heterogeneous assortments of other materials.

The "Historical Documents" are likewise varied. They comprise a portrayal of the Government of Canada under the French in the 1750's; a description of Halifax in 1793; the reminiscences of a member of an American loyalist family that settled in Canada in the 1780's; a letter from an artillery officer who made a magnetic survey of the Canadian Northwest in 1843-1844; and a group of brief documents regarding a proposed exhibition of heating equipment in London in 1881.

The calendar of the Nova Scotia official correspondence, 1802-1920, covers a homogeneous body of material that will be of particular interest to American historians, since it contains a good deal of information on the relations between the United States and Great Britain during the years of increasing tension which reached a climax in the War of 1812. The value of a mere calendar of documents, however, is being increasingly questioned, and the present one, containing only sketchy summaries of many items, does not

strengthen the case for the calendar.

The present reviewer's chief reactions are three: (1) In spite of the title, the volume is not in reality a report of the Canadian Department of Public Archives, for in only three pages there can be no adequate treatment of the activities and accomplishments, program and problems, of such an agency. A full and thorough report for the Department would have been useful and worth while. (2) Why include such a diversified assortment of materials in one publication? Would it not have been better to break these materials down into their component units and to issue each unit separately? (3) A volume of this size and scope ought not to be published without an index and there is none.

CHRISTOPHER CRITTENDEN

*North Carolina State Department
of Archives and History*

First Report of the Saskatchewan Archives. 1945-1946. (Regina. The Bureau of Publications, 1946. Pp. 27. Illustrations.)

The late Dr. Arthur S. Morton left a two-fold heritage to scholarship. *A History of the Canadian West to 1870-71* is a monument to his creative genius; the archives program of Saskatchewan is his legacy to his protégés in regional history. Archives received technical legal status in 1879, but it was not until the first World War that there were any tangible results. An "archives branch" of the Legislative Library was created, and under the direction of Mr. William Trant, valuable materials, but not official documents, were placed in its custody. In 1920, *The Preservation of Public Documents Act* prescribed the conditions under which non-current records could be destroyed and under which public documents could be transferred to the provincial archives. It did not, however, take due cognizance of the potential historical value of records, nor did it provide them with a repository. About 1937, Dr. Morton induced the Board of Governors of the provincial university to establish the Historical Public Records Office. Very appropriately, the progenitor of the program was made Archivist. Initial success in facilitating significant transfers under the Act of 1920 merely made the limitations of the law more apparent. In 1945, two months after Dr. Morton's death, the present law was passed.¹ It provides for an Archives Board of five; two are appointed by the Lieutenant Governor in Council, two by the University authorities; and the other member is the Legislative Librarian. This Board appoints the Archivist and prescribes the rules for administration. According to the law, no official document may be destroyed without the consent of the archives authorities, but the transfer or destruction of official papers requires an order in council. Acceptance of materials other than official documents is the exclusive prerogative of the Archivist. The University of Saskatchewan is the custodian of the Archives.

The report contains an excellent popular exposition on the nature of

¹ Text printed in *AMERICAN ARCHIVIST*, April 1947, Vol. 10, p. 216-217.

archives and lists the accessions to date. A modest but sound program has had an auspicious beginning.

HERMAN J. DEUTSCH

State College of Washington

Report of the American Commission for the Protection and Salvage of Artistic and Historic Monuments in War Areas. United States Government Historical Reports on War Administration. (Washington. U. S. Government Printing Office, 1946. Pp. v, 238. List of Personnel and Consultants, Bibliography, 59 Illustrations, Index. \$1.50.)

On June 30, 1946, the Honorable Owen J. Roberts, as chairman of the American Commission for the Protection and Salvage of Artistic and Historic Monuments in War Areas submitted to the President, Harry S Truman, a report which henceforth may well represent a unique archival document in the history of warfare. For it is for the first time that the protection of cultural monuments has been made to constitute an important part of the complex machinery of modern war. The first realization of such a protection seems to have come from the private initiative of Lt. Col. J. B. Ward Perkins, an officer of the British Eighth Army in Tripolitania. In view of the collapse of the enemy administration in occupied areas, the staff of the British Chief Civil Affairs Officer in Tripolitania took over the responsibility of protecting the monuments of art. Thus a certain pattern was established for the protective work to be done by a group of the army in the field: a small beginning of what finally came to be the Monuments, Fine Arts and Archives Section of Civil Affairs Division in the United States Army.

With regard to the protection and salvation of works of art, private activities had been started by the Committee on the Protection of Cultural Treasures in War Areas of the American Council of Learned Societies and the American Defense—Harvard Group. These two groups continued their own work. But from August 1943, when the Commission was officially appointed, there was finally the principal agent needed to distribute the results of all the activities to the proper Governmental departments. This distribution involved primarily descriptions of the treasures, handbooks, and maps, all to be used directly by the army in the field. In the preparation of such files, extraordinary work was done by the Committee on Collection of Maps, Information, and Description of Art Objects, under the chairmanship of Mr. William B. Dinsmoor and Mr. Paul J. Sachs, with Mr. Charles R. Morey, Mr. Sumner McK. Crosby and Mr. William L. M. Burke as advisers. Since these files comprise all available information concerning the extent of damage, losses total or partial, the first restorations, the looting and restitution of art works, they will remain historical documents of unique importance.

The preparation of the protection of archival material was started relatively late. Although finally data on 1700 archival repositories were accumulated, the final report read by Mr. Oliver W. Holmes at the annual meeting of the Society of American Archivists at Indianapolis on November 6, 1945, frankly admitted that "the National Archives looks back upon its record with mingled feelings of both success and failure."

Divided into two large sections, the *Report* gives a full account first of the history of the Commission and all its activities, preparatory, as it were, and secondly of the actual "field operations." The first section clearly indicates the extraordinary complications and difficulties the Commission had to cope with in view of the numerous aspects of all the problems involved. The work implied relations with the Department of State, with its Division of Economic Security Controls, with the Division of Cultural Cooperation, with the War Department and especially with the Civil Affairs Division, with the Treasury Department and its Bureau of Customs as well, with the Foreign Economic Administration, and with Agencies abroad. In Part III of the report a detailed account of the "Preparation of the Commission's Archives" is given.

Naturally, the most interesting is the second section on the "Field Operations of Monuments, Fine Arts, and Archives Officers" (Part IV). Each campaign is described separately. All the reports make "fascinating" reading in that they unfold a drama of the most unusual kind. The surveys made of the damage suffered, the investigations carried out on the spot, the immediate beginning of restorations, often extensive, even when temporary only, restitution of art works and archival material to the original owners, all this done with less than the minimum of personnel, stands out as a great achievement. The *Report* is all the more valuable as apparently all deficiencies or failures are frankly mentioned. One reason that obviously accounts for most of the deficiencies recurs again and again in the *Report*: the unwillingness of the War Department to appoint specialists from civilian ranks to be officers of such rank as to secure authority in the field. That, nevertheless, a handful of men succeeded in carrying out the most comprehensive work for which no precedent existed, is a remarkable feat that the *Report* clearly demonstrates to the reader.

LEO SCHRADER

Yale University

British Records Association, Technical Section. *Bulletin 16*. ([British Records Association] London, 1946. Pp. 47.)

The introductory note to this *Bulletin* explains that the articles it contains have been selected for re-issue from *Bulletins* 1-15. The basis of selection was not merely interest, but usefulness and value to the archivist as well. Among the topics discussed are muniment rooms, showcases, maps, infra-red photography, protection of records against bookworms, treatment for library bindings, and war conditions and record work. The articles vary in length from a paragraph or two to several pages and were written by such noted archivists as Hilary Jenkinson and G. Herbert Fowler.

Numerous bits of archival information are scattered throughout the *Bulletin* and almost every archivist who reads it will find one item or another which will attract his attention, whether it be a recipe for flour paste, tips on the cleaning, repair and storage of maps, the recipe for the "British Museum mixture" for dressing leather bindings or a discussion on the use of chemicals

for bringing out faded writing. It is hardly likely however that any American archivist will find it necessary to heed the advice found in the article on strongroom construction when the writer deplores the use of gas for artificial light and chooses electricity instead.

The article on the application of microphotography to archives provides a penetrating analysis of the problem of using microfilm to serve the needs of individual students of archives in a way comparable to the manner in which it has served students of printed books. Aside from the technical difficulties of filming archives, the greatest problem for the archivist is to list and describe his records in such a manner that the student may select the materials he wants copied without a personal visit to the agency. At present this is seldom possible. It is also noted that the bulk of archives is so great and the needs of students so varied that, except for a few important series, it is not practical to prepare master film copies in anticipation of such needs. However, the idea of publishing films instead of volumes is not altogether abandoned.

The *Bulletin* concludes with a number of items dealing with the effect of war conditions upon records. In one case, the building surrounding a strongroom was destroyed by fire. After a lapse of several days the vault was opened. It had retained the heat to such an extent that some of the records packed near the roof "were seen after the opening of the door to be in a dull glow and then to burst into flame."

GUST SKORDAS

Maryland Hall of Records

Handlist of Manuscripts in the National Library of Wales. The National Library of Wales Journal Supplements, Series II, Numbers 1-9. (Printed at the private press of the National Library of Wales, Aberystwyth, 1940-1946. Pp. xxiii, 188. 2s. 6d. each, plus postage.)

The work of the Keeper of Manuscripts and Records of the National Library of Wales and of his assistants, this *Handlist* describes briefly manuscripts which are in volume form and of which no catalogs have been prepared. Realizing the long period that must elapse before its wealth of materials can be completely cataloged, the library has issued the *Handlist* as supplements to its *Journal* in order to acquaint readers briefly with the nature of its holdings.

The Introduction to the work contains a brief history of the Hengwrt-Peniarth Collection, the major collection of the Library containing probably the most valuable group of Welsh manuscripts in existence, as well as others in English, Latin, French, German, and Cornish. The assembling of this collection was begun by Robert Vaughan in the seventeenth century; it was acquired by the National Library in 1909. The *Handlist* itself is arranged by collection, thereunder numerically beginning with the first of the uncataloged items. Appended to the numbers for most of the volumes are letters signifying their size: A, for example, signifies that the volume is under 181 millimeters in height; B, that it is from 181 to 228 millimeters in height. The brief titles

of the volumes are followed by excellent digests of the contents occupying in most cases only three or four lines. Beautifully printed, the *Handlist* is arranged for the reader's convenience with titles in bold type and entries well spaced. As is the case in most lists of manuscripts there is little or no subject arrangement so that it is necessary to examine all entries for a collection in order to determine its value for particular research subjects.

ELIZABETH B. DREWRY

National Archives

An Introduction to the Papers of the New York Prize Court, 1861-1865, by Madeline Russell Robinton. Studies in History, Economics, and Public Law, No. 515. (New York, Columbia University Press, 1945. Pp. 203. \$2.55.)

The title of this book is too modest. It is not only an "introduction to the papers" of one of the Federal prize courts during the Civil War, but also an introduction to the court itself. It is, in other words, both a finding aid to a body of judicial records and a contribution to legal and administrative history. As such it provides one more illustration of the close interrelationship that exists between archival analysis and historical research, and an interesting example of a Ph.D. dissertation on an archival topic.

The papers described are the case records of the Prize Court of the United States District Court for the Southern District of New York, 1861-1865, and the logbooks and other ships' papers that were captured along with a given prize and deposited with the court. These records were "discovered" in New York City in 1936 by the Survey of Federal Archives (see National Archives Project, Work Projects Administration, *Inventory of Federal Records in the States; series II, The Federal Courts; no. 31, New York*, 1939, pp. 88-89). At some time between 1936 and 1945 the records were analyzed and arranged by Mrs. Robinton and microfilmed by the Columbia University Library, and subsequently, they were transferred to the National Archives along with many other noncurrent records of the district court (see "*National Archives Accessions*" No. 22. March 1-June 30, 1945, p. 1). The bulk of the records microfilmed is not indicated. It may have been anywhere between 28 linear feet (the holdings of the National Archives) and 50 feet (the figure given in the above SFA inventory).

As a historical study this volume covers in detail the organization, legal procedure, and administrative practices of the court, 1861-1865; the supervisory and investigative activities of the Solicitor of the Treasury and the Navy Department, especially in 1863; and the case histories of most of the 190-some ships that were brought into New York as prizes. On all these matters the author explored not only the records of the court itself but also certain Navy Department records and many Government and other publications. The research technique of using Federal records at more than one level or echelon of administration is noteworthy, and might have been extended a step or two farther to include the records of the Solicitor of the Treasury and those of the Attorney General (both in the National Archives for the

Civil War period). Among these records are a hundred letters or more on New York prize matters that passed between Edward Bates, Delafield Smith, William Evarts, Daniel Lord, Edward Jordan, and Navy Secretary Gideon Welles, including one by Welles (June 9, 1862) in which he cites President Abraham Lincoln's concern about the delay in distributing prize money to captors. Aside from these omissions, Mrs. Robinton's product is, nevertheless, a scholarly and critical contribution to the history of Federal justice.

As a type of finding aid for a body of Federal records, this study reflects some of the conventional and unconventional practices of the archivist. Thus, the study contains the previously mentioned administrative history of the court, without some of which—most archivists agree—the user of the records would be seriously handicapped; it describes (in great detail) the typical papers relating to a given case or ship (pp. 14-26); it lists the individual ships and their case numbers in the index, which thereby becomes an index both to the study and to the microfilm of the records; and it mentions some of the unusual, non-legal research uses to which the records might be put. All of these devices are carefully executed. Some of the conclusions and observations, on the other hand, are questionable. The definition that rearrangement of records according to provenance is a "reconstruction of the original order [of the papers] based on the procedure of the prize court" (pp. 13, 90, 190) is debatable and at variance with another statement (p. 11) that "the papers [on a case] were originally filed in chronological order, for they bear the endorsement of the date of filing." On the research values of the records, Mrs. Robinton is more enthusiastic in Chapter 1 than later (pp. 185, 172), where she states that the data on profits are "fragmentary" and that the data on blockade running do "little more than confirm a story already well known."

The appended bibliography (pp. 189-195) is somewhat weak chiefly because it is largely uncritical and unannotated. Thus, several series of Navy Department records are listed and briefly described on page 189, and several Navy publications are listed elsewhere, some in the bibliography (p. 189) and others in the text (pp. 51, 99). All of these items seem to be closely interrelated and both the archivist and the historian would like to have some critical appraisal, expressed in convenient form, as to what types of prize materials have already been reproduced in print and what kinds, remaining unpublished, constitute unique materials for further exploration. Likewise, in respect to the several New York City newspapers that are entered simply by title, one wonders, from a hint in the text (p. 75), whether many newspapers did not contemporaneously reproduce some if not many of the court's papers, including the auctioneer catalogs. Other entries (such as those on the Union Defense Committee and the New York Chamber of Commerce on p. 193) need some comment, especially since the index does not lead one to any relevant discussion in the text.

Editorially this study might have been improved by shortening some of the long quotations (e.g., pp. 91-110 *passim*); shortening the long statutory citations when they appear in the text; avoiding wordy phrases such as "the recrudescence of the primacy of the New York court" (p. 51); adding dates

to the titles of House and Senate documents (pp. 189-193); and expanding the index to include headings for the Supreme Court, the Attorney General, the Key West and New Orleans prize courts, and the names of two legal documents (Admiralty Docket, and Interrogatory) that have been carefully analyzed in the text. Except for these criticisms and quibbles, the study seems to be a sound piece of scholarship both from the archival and historical points of view.

MARTIN P. CLAUSSEN

National Archives

The Metropolitan Life: A Study in Business Growth, by Marquis James. (New York. Viking Press, 1947. Pp. viii, 480. Illustrations, notes, and bibliography. \$5.00.)

This formidable but readable business biography is of interest to archivists chiefly because of its extensive citation of manuscript sources, it will be judged elsewhere on its substance. Mr. James says he was given a free hand to write the story, for pay, and complete access to what must be a major collection of business records. "Connected with the Metropolitan Library," says an acknowledgement, "are what are called the archives, under the direction of Amy O. Bassford. They contain a fairly extensive and very useful assemblage of records, lithographs, photographs, and odds and ends." As in Mr. James' earlier works the notes are unusually numerous and detailed, and the manifold citations to the archives should interest anyone considering what to save among the files of a business firm. They include directors' and committee minutes, letters and memoranda, personnel files, ledgers, cash books, actuarial statements, sample and actual policies, and other items from both the central and division files, some of them going back to the company's first year, 1868. Use of varied and recent materials extends even to citation of the much-debated diaries of Henry Morgenthau, Jr.

PHILIP C. BROOKS

National Archives

The Parish Chest: A Study of the Records of Parochial Administration in England, by W. E. Tate. (Cambridge, England. Cambridge University Press, 1946. Pp. x, 346. Illustrations, notes, glossary, appendices, bibliography, index. \$4.75.)

Students of 16th and 17th English history and sociology will find this book indispensable. And, since a knowledge of how to use English parish records is a necessary part of the equipment of all historians of early colonial America, it will be scarcely less of a *vade mecum* for them as well. For the chief value of a parish register lies in the fact that it recounts the short and simple annals of a homogeneous folk within a well-defined locality; and a history, if it is to be accurate, must be based on just such local records. Generalizations about the history and sociology of Tudor and Stuart days will not stand up unless based ultimately upon local statistics, and it is quite safe to say that all the English colonists of early colonial America stemmed from some English parish.

There is some slight difference of opinion about the date of the origin of

the parochial system; Mr. Tate is inclined to believe that it "developed in its essentials before the Norman Conquest." Suffice it to say that a century after the Conquest, the parish had been delimited pretty much within the very bounds that circumscribe it today, and that the machinery that we find clanking away in Tudor times—tithes, the ecclesiastical incumbent, the vestry and its appointees chosen from its membership, the churchwardens, church rates—was either functioning or just about to function.

The parish register came into general use with the Tudors whose social and political aims necessitated a close and precise knowledge of the smaller subdivisions of each country in England. Indeed, one can attribute the emergence of the register and its importance to Tudor administrators to Henry VIII's break with Rome. In the autumn of 1538, immediately after two risings in favor of the ancient church, Thomas Cromwell issued the mandate that every parson, vicar or curate was to enter in a book every wedding, christening, or burial in his parish with the names of the parties; and that every parish was to provide a "sure coffer [the "parish chest," whence Mr. Tate's title] with two locks, the parson having custody of one, the wardens that of the other." Entries were to be made "each Sunday after service, in the presence of one of the wardens." This order was enforced under a penalty of 3s. 4d. for repair of the church. Parish records, therefore, appear in the form we know them after the promulgation of Cromwell's mandate.

Mr. Tate, quite rightly, has divided his book into two sections, the first dealing with parish records that are ecclesiastical, the second with those mainly civil. Under ecclesiastical records are to be found sections that deal with the parish register itself, the accounts of the churchwardens, and certain parish charities, briefs (royal mandates towards some deserving object), glebe terriers (*i.e.*, "land books"), tithe records, records of such miscellaneous activities of a parish church that naturally would turn up in a parish chest, such as the annual [?] visit of the bishop, lists of strange (*i.e.*, visiting) preachers, notices as to prospective enclosures of land, royal proclamations, "faculties" for the alteration of the church fabric, licenses from the bishop to eat flesh in Lent, or those issued to sufferers who sought to go to London to be touched by the King for scrofula. Detailed annotation upon sections I and II is to be found at the rear of the volume. By relegating there the numerous and necessary footnotes, Mr. Tate has freed the lower margins of his text from a litter of documentation that would discourage prospective samplers.

Section II, entitled "Records Mainly Civil," deals with those documents that emanate from the vestry acting as an ultimate unit of the local administration, *i.e.*, in its civil capacity. For as time passed, the Tudor government cast many duties upon the parish; constables, waywardens, and overseers of the poor gradually ceased to be officials of a manorial lord, and gradually grew to be officials of the parish. Hence their accounts and reports were eventually buried also within the parish chest. Consequently under "Records Mainly Civil" will be found sections treating of vestry minutes, agreements, petty constables' accounts, records of poor law administration, records of

highway maintenance, of open-field agriculture, of enclosures, and miscellaneous records such as census lists, counsels' opinions, and Acts of Parliament. As in Part I, Mr. Tate's annotation upon each section is relevant and precise.

And as if what he had already done was not enough, Mr. Tate has added a glossary of those terms that one meets in parish records. This word-list is well worth the making. Examination of only two letters, "B" and "C" has yielded the following matter for the lexicographer: *Badgers*, "licensed beggars, later also pedlars or chapmen," first meaning not given by either the *Oxford Dictionary* or *English Dialect Dictionary*; *Catchpole acre*, "an acre or strip on a parish boundary, the tithe of which belonged to the first incumbent who arrived at the spot to collect it," not given in *O.D.* or *E.D.D.*; *Crock*, "(processional) cross," not given in *E.D.D.* given *O.D.* under *Croche*, sb. Further examination of the glossary might yield other examples of words unrecorded in *O.D.* or in dialectal word lists.

It would, perhaps, enable us better to evaluate Mr. Tate's labors, if we outlined his treatment of one particular class of records. Let us take (entirely at random) Section V of the first portion of the book, "Church Courts." The section opens with a brief and reasonably precise description of the powers of an ecclesiastical court, be it archepiscopal (provincial), episcopal (consistory), or the lowest court of all, that of the archdeacon; its cognizance of such matters as failure to pay tithe, incest or marriage within the prohibited degrees, non-observance of holy days or excommunication. And let it be noted that these lapses from grace are all "exemplified" by instances drawn from particular parish registers. It can be seen that Mr. Tate has covered much ground.

His travels over parochial documents, however, have not dimmed his spirits; nor crabbed penmanship and dust deadened his sense of humor. I must not steal his thunder, but the following should whet the appetite of a prospective reader. One is uncertain whether to believe that the parish clerk who wrote down after the burial entry of Richard Cosen, churchwarden, "a Foole" (p. 65), or he who labelled deceased John Potter as "the egnorant" (p. 65), was malevolent or strictly truthful. One can sympathise with rector of Keston, Kent, who thus chronicled the advent of the parliamentarians into the village: "1643 on the 23 of Aprill our church was defaced our font thrown down and new formes of prayer appointed." To a devout Anglican destruction of the Church fabric is less important than any alteration in the form of prayer.

It is saddening to know that in these days when English county and municipal records have begun to receive a good deal of overdue attention, "the parish itself . . . the ultimate unit of local government . . . and the one which has been for many centuries most intimately connected with the social and economic development of the country, often neither knows nor cares what records it possesses, and naturally enough, therefore, at any time . . . may cease to possess them."

These are melancholy words, and far from true of our own country, where tradition counts for less, and the absence of a state church does not make for regular supervision and uniformity of entry of baptisms, marriages, and

burials. Moreover, traditional and legal disparities were not the only differences between English and American churches; there were natural differences as well. The early stages of Christian activity, in the Middle West at least, were based upon the itinerant preacher whose congregation was as itinerant as their pastor. The "parish"—where a "parish" could be said to exist—was no static organization, but here today and gone tomorrow. And both in the Middle West and the East fire was a constant enemy of church records, for the American church was of wood where the English is of stone.

Yet, whatever the lacunae there may be in American archives, or whatever the shortcomings of their keepers, there is much that we archivists can and must do to preserve those that remain. Our Society has sanctioned and blessed the effort to preserve church archives, and thereby given us a standing that will assure attention when we speak disinterestedly and *pro bono publico*.

But we can and must do more than speak. Each one of us must constitute him or herself a committee of one to see to it that the particular church of which he is a member, and other churches of his community, take adequate care of their records. In such a crusade tact and courtesy will, of course, be necessary, but it should not be a hard task to persuade pastors and their flocks that their doings are important to historians.

If there be any doubt as to the importance of church registers, one instance will remove it. Today we are dependent upon the baptismal, marriage, and burial registers of Stratford for our knowledge of the year of William Shakespeare's birth and death, for the year of the marriage of his eldest daughter, and for the death years of his infant son, his father, mother, and two of his brothers.

HENRY L. SAVAGE

Princeton University

ENJOY
the
COLORADO ROCKIES
at their best

Plan now to attend
the
Annual Meetings
of the
SOCIETY OF AMERICAN ARCHIVISTS
and the
AMERICAN ASSOCIATION FOR STATE
AND LOCAL HISTORY

Denver and Glenwood Springs, Colorado
September 3-7, 1947

News Notes

KARL L. TREVER, Editor

The National Archives
Washington 25, D.C.

SOCIETY OF AMERICAN ARCHIVISTS

At the last annual meeting of the Society it was voted that the Council appoint a committee of five persons "to review the entire Constitution, in the light of the past ten years experience under it, and with the benefit of suggestions from the general membership as to the character of the changes desired, . . . to study possible revisions of the Constitution and report to the Council such amendments as the Committee may consider desirable." This committee, which has now been appointed and consists of Herbert E. Angel, Lester J. Cappon, R. D. W. Connor, A. R. Newsome, and Christopher Crittenden, chairman, requests that suggestions from the membership be mailed to the chairman, Box 1881, Raleigh, N.C.

Listed below are committees completed since the publication of the April issue of the *AMERICAN ARCHIVIST*:

Archival Bibliography: Karl L. Trever, chairman; Ernst M. Posner, Martin Claussen, Miss Alice Smith, Miss Margaret C. Norton, James N. Young.
Institutional and Business Archives: Emmett J. Leahy, chairman; Robert A. Shiff, Thomas C. Cochran.

Local Records: Hermann F. Robinton, chairman.

Membership: Virgil V. Peterson, chairman; Roscoe R. Hill, Dorothy Estes, David C. Duniway, Herbert C. Schulz, William D. McCain, Miss Margaret Pierson, Francis L. Berkeley, Jr., Robert W. Hill, Norbert B. Lacy, G. R. Lomer, Herbert O. Brayer, Thornton Mitchell.

Program, Eleventh Meeting: Herbert O. Brayer, chairman.

Research: Carl L. Lokke, chairman; Robert W. Hill, Lola M. Homsher, Arthur J. Larsen, Clifford K. Shipton, William H. Carlson.

LIBRARY OF CONGRESS

The contents of the *Robert Todd Lincoln Collection of the Papers of Abraham Lincoln* continues to attract considerable attention and invoke wide speculation in the press. The Library is bound by the conditions of the gift to withhold these letters, manuscripts, documents and other papers "from official or public inspection or private view" until July 26 of this year, except for the purpose of preparing "a complete index . . . to the end that their safety may be preserved against the time when they shall be opened to the public." The persons engaged in the preparation of the index, who, of course, are under the necessity of seeing and handling the collection, are under strict

injunctions of secrecy, and are forbidden to make any use of their knowledge, even to the extent of taking private notes from memory for future use in scholarly work. As soon as possible, after the date of opening, the Library hopes to make microfilm reproductions available at a reasonable cost to anyone wishing to purchase them. No precise estimate can be made at this time of the cost of positive reproductions, but it will probably amount to a sum between \$350 and \$500.

As to the contents of the collection, it is estimated that on the basis of physical displacement, there may be as many as 15,000 documents of various sorts, that all or many of these were examined by Colonel John G. Nicolay and Colonel John Hay in the course of preparing their monumental *Abraham Lincoln, A History*, that they were of such significance as to be preserved by the Lincoln family, and that they may be presumed to clarify certain obscure, but probably minute, details in the life of this uniquely American genius.

On February 12, the 137th anniversary of Lincoln's birth, the Library of Congress received from the Rev. Robert Dale Richardson of Medford, Massachusetts, great grandson of Jesse W. Fell, the original manuscript of Abraham Lincoln's "Autobiography" written toward the close of 1859.

The acquisition of a noteworthy collection of eighteenth and nineteenth-century papers, including more than one hundred letters of Abigail Adams, wife of the second President of the United States, has been announced by the Librarian of Congress. It consists of 482 manuscripts of Elizabeth (Smith) Shaw and members of her family, written between 1768 and 1857.

Of principal interest to students of early American political and social history are the 112 letters written to Elizabeth and her children by Abigail Adams. They begin in July 1784 when she took passage for England to join her husband (who had been one of the commissioners to draw up the treaty of peace with Great Britain) and they continue through February 1818, a few months prior to her death.

Supplementing these is a group of more than one hundred letters and copies of letters of her sister, Elizabeth, written between 1768 and 1811; more than two hundred papers of the Reverend Joseph Barlow Felt (1789-1869), librarian of the Massachusetts Historical Society (1842-1854), president of the New-England Historic Genealogical Society (1850-1853), and author of several widely-used books on New England history; and a group of business papers, principally of William Shaw.

Another recent accession of peculiar interest to members of the Society of American Archivists consists of 69 boxes of papers of James A. Robertson, first archivist of Maryland and charter member of the Society.

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

In February the general meeting of the Interagency Records Administration Conference was concerned with "The Relationship of Correspondence Management to Records Administration." The speakers were Lt. Comdr. Myldred Jones, USNR, Miss Anita Loeber, Veterans' Administration, and John Britt, Federal Security Agency.

The subject for the panel discussion at the March general meeting was "Records Administration Programs—What They Are Now." The speakers were Charles D. Libbey, Tennessee Valley Authority, George McPherson, Records Management Section, Production and Marketing Administration, Department of Agriculture, and Mrs. A. N. Kilmartin, Quartermaster Corps, War Department.

The Constitution of the Interagency Records Administration Conference was adopted at the general meeting held on April 11, 1947. This meeting was devoted to a business session at which the Organization Papers of the Conference, consisting of: (A) History and Present Status of the Interagency Records Administration Conference, (B) Constitution of the Interagency Records Administration Conference, and (C) Accomplishing the Objectives of the Interagency Records Administration Conference, were presented by Edmund D. Dwyer and Philip C. Brooks, chairman and member, respectively, of the Subcommittee on the Constitution and Objectives. Mrs. Mary Cushing Niles and W. N. Rehlaender of the Council of Personnel Administration addressed the Conference on the subject of "The Development and Operation of the Council of Personnel Administration (with particular emphasis on the experience of that organization and its applicability to the Interagency Records Administration Conference)."

Processed transcriptions of the remarks made at the general meetings of the Conference are available for distribution. Copies may be obtained by writing Mrs. Olga V. Paul, now Conference Secretary, National Archives, Washington 25, D.C.

MISSISSIPPI VALLEY HISTORICAL ASSOCIATION

Archives were the subject of discussion at several sessions of the Association's April meeting in Columbus. Martin P. Claussen and James C. Olson discussed "Archives, libraries, and museums, the historian's sources of supply"; W. Turrentine Jackson reported on "Aids to western historians in the Interior Department Archives"; and Richard Overton and others discussed the "Technique of handling railway sources." Louis K. Koontz, Edgar L. Erikson, Eugene B. Power, Earl H. Manchester, Albert Boni, and Warner F. Woodring participated in a discussion of the relationship between micro-reproduction and historical source materials.

AMERICAN RED CROSS

An historical division was established some months ago to complete the collection and organization of data so that a history of the activity of the American Red Cross from its founding through World War II may be prepared. For this purpose a number of historians and research workers have been appointed, and an advisory committee is being established to counsel with the ARC administration and to aid in the selection of a historian to direct the production of the final volume.

BUSINESS RECORDS

At the meeting of the Lexington Group, held during the annual meeting of the Mississippi Valley Historical Association in April, Richard C. Overton presented a report summarizing and interpreting responses received to an inquiry sent to all Class I railroads concerning their historical publications and archives. Fifty-three companies replied to the inquiry and all but three indicated a willingness to grant qualified historians access to company records. The following men are among those now actively at work with railroad archival material:

Howard Bennett: Writing a history of the Hannibal & St. Joseph

Donald McMurray: Writing a history of the Burlington strike of 1888.

Charles W. Turner: Studying the sources of Virginia railroad history.

F. H. Woolfall: Studying the purposes, procedures, and progress of a survey of the New York Central's records.

W. A. D. Douglas: Writing the history of the Missouri-Kansas-Texas railroad.

INTERNATIONAL ORGANIZATIONS

UNESCO

Oliver W. Holmes, chairman of the Society of American Archivists' Committee on International Relations, and Luther H. Evans, Librarian of Congress, attended the National Conference on UNESCO March 24-26. Mr. Evans presided at the sessions of the section on "Books and Libraries in UNESCO's Program." This section agreed to recommend that the National Commission should recommend to UNESCO "the early inclusion in its active program of the provision in the draft report for the creation of an international organization of archivists to deal with questions of technique and administration, such as the exchange of personnel, general accessibility of archives, the establishment and exchange of inventories, the reproduction of documents and the exchange of reproductions."

International Federation for Documentation

The Swiss Association for Documentation will organize the XVIIth International Conference on Documentation at Bern, Aug. 25-28, 1947. The number of delegates is unlimited and Switzerland will be glad to receive as many delegates as possible. Subjects to be discussed include: national and international cooperation in documentation; the training of documentalists; international photocopy and microfilm service; technical means in documentation; photocopy and microfilm techniques; standardization in the documentation field; and classification in documentation.

FOREIGN NEWS

Italy

Information Concerning Italian Archives Extracted from a Report by Professor V. Vitale, University of Genoa, to Friends at the University of Wisconsin:

The Ministry of the Interior is now preparing a complete account of the war-damage

suffered by the national inheritance of historical and archival materials. The account will be published in a special number of the review "*Notizie degli Archivi di Stato*".

Genoa

The *Archivio di Stato* of Genoa suffered damage in the British naval bombardment of February 9, 1941. The documentary materials directly destroyed on that occasion, being of recent date and of administrative character, do not constitute a grave loss. Those materials which were of greater age and value had already been removed and have been salvaged unharmed. Thanks to these measures all documents relating to the medieval Republic of Genoa, from the most ancient parchments to those of the XVIII century have been returned intact to their original places in the *Archivio*.

The story is quite different, when it comes to the documents relating to the democratic Ligurian Republic of the late XVIII century, which had previously been transferred to the *Palazzo del Principe*, in the Piazza del Principe. The palace, located near the port, was hit many times both by aërial and by counter-aërial bombardment. At that, the greatest damage to the Archival materials has come (is coming) from weathering, because the palace is not yet repaired. These premises are not now nor are likely to be for a long time open for students.

Returning to the main *Archivio di Stato*. The *Sala di Studio* has been reopened for two months now, having been closed in the bad weather since its windows lack glass. Earlier, a few students had been by special permission able to work in the administrative offices which were in better repair, although not heated. The offices of the *Archivio* are as formerly at via Tommaso Reggio, 14. The superintendent is Dr. Felice Perroni.

The *Archivio Archivescovile* was also damaged, by fire. In it many documents were destroyed, but these were of secondary importance or of an administrative character, dating from the XV to the XVIII centuries. Fortunately all the important and ancient materials, manuscripts, registers, and parchments had been previously put in a safe place and have been returned intact. The conservator of this *Archivio* is Monsignor Domenico Cambiaso.

Naples

In a preliminary fashion it can apparently be asserted that the *Archivio di Stato* of Naples suffered the greatest losses, for it lost ALL materials of any value for historical studies, as a consequence of a fire purposely set by the Germans just before they left.

Also the *Archivio Storico Comunale* was destroyed by fire. The nature of this destruction is covered in an article by Ernesto Pontieri in a number of the "*Archivio Storico Napoletano*" which was issued in 1946 although it bore the date of 1943.

Milan

At Milan all materials which had not previously been removed were lost because of aërial bombardment.

It can be estimated that in this way the *Archivio di Stato* lost three-fourths of its total holdings and the whole of the library. But the most precious items were fortunately saved.

The *Archivio Storico Civico* with its attached library was largely destroyed.

The *Archivio Arcivescovile* and the *Archivio Storico Notarile* escaped destruction, and the materials in the latter have now been taken over by the *Archivio di Stato*, whose own notarial materials were a total loss.

Palermo, Cagliari, Trapani, Parma, Bologna

It is reported that the archives in these centers suffered only minor damages.

Messina

Here all of the notarial materials are reported to have been destroyed.

Catania

The destruction of the *Archivio Comunale* of this city is doubly sad, because it was achieved by a fire in December, 1944, after escaping harm during hostilities.

Venice and the Veneto

All records of Venice and its region are reported to have escaped damage, except for some files of ambassadorial dispatches for the first half of the XVIII century which at the wrong moment were out on loan in Naples and were destroyed there.

Rome, Florence, Modena, Lucca, Massa and other centers

In all centers not specifically described in preceding sections, the archives escaped real damage and are currently open to scholars. The damaged centers are being opened as facilities permit.

It is possible to generalize by saying that the sources for medieval and economic studies, with the great exception of Naples and the lesser exceptions noted previously have been saved and are available for research.

DELAWARE

An interesting 18-page annual report of the Historical Society of Delaware was issued in April. Four pages of the report are taken up with a listing of the collections, autographed letters, manuscript books, deeds and maps, acquired by the Society during the year. Several interesting photograph collections are also reported as received.

INDIANA

State Librarian Harold F. Brigham stated in the *Library Journal* for January 15, 1947, that:

The State Library received approval in November of its request for an advance of \$33,000 from the Federal Works Agency for the preparation of plans and specifications for a proposed Archives Building to adjoin the present million-dollar State Library building. The estimated cost of the new structure is \$786,000. It is being designed not only to house archives of state but also to accommodate a central state repository of less-used books of all libraries of Indiana.

KANSAS

The Kansas State Historical Society has received the Kansas statistical rolls for 1939 (3,048 manuscript books) from the State Board of Agriculture. It has also acquired during the past year 51 manuscript volumes and 2,020 individual historical manuscripts, including the papers of Dr. John A. Read of Tecumseh, 1867-1918; the papers of Jay E. House, of the Topeka Daily Capitol, 1901-1919; the minutes of the Appanoose Vigilance Committee, 1874-1875; and some early township records.

MASSACHUSETTS

Readers interested in university and college archives will want to read the article entitled "The Harvard University Archives: Goal and Function" published in the first two issues of the new Harvard Library *Bulletin*.

MICHIGAN

The Michigan Historical Collections has recently received manuscript materials relating to the family and the public career of Kinsley Scott Bingham (1802-61), member of the Michigan State Legislature, 1837-45, United States Congressman, 1846-50, 1859-61, and Governor of Michigan, 1854-59. Family

correspondence reveals interesting information about farm and town life, social events, feminine fashions, and religion. Intermingled with local news of Camillus, New York, Green Oaks, Michigan, and other small Michigan towns are discussions of state and national politics. Four letters from James Warden Bingham, to his father Kinsley and his uncle Zebina Moses, offer illuminating accounts of recruiting problems, camp life, and military maneuvers of the Civil War. The letters will be added to the already substantial collection of Bingham-Warden family materials in the Michigan Historical Collections.

MISSISSIPPI

Another volume in the series of *Journals of the General Assembly of the Mississippi Territory* edited by William D. McCain has been published. This volume, *Journal of the Legislative Council, Third General Assembly, Third Session, December 2-29, 1805* (Beauvoir Community, Miss.: The Book Farm, 1947), is a reprint of a recently discovered copy originally printed in Natchez in 1806.

Mrs. W. O. Harrell, genealogist of the Department, has been on leave of absence because of illness for several months and will return to her duties on May 1. Mrs. J. W. Baxter, librarian of the Department, has resigned effective May 1 and will be replaced by Miss Maxine Madden, a graduate of the Library School of Louisiana State University.

NEBRASKA

James C. Olson, superintendent of the State Historical Society, was advised recently by Assistant Attorney General Kyle that before county officers and other officials having custody of public documents may destroy them they must notify the secretary of the society.

Kyle says that construing the three sections of the statutes applicable, it is clear that the legislature intended to have their provisions apply to all county and city offices as well as to state offices and institutions.

Dwight Griswold, Governor of Nebraska, 1940-1946, presented his collection of personal papers and other records to the Nebraska State Historical Society upon his retirement from office. The Society has also received a collection of papers, photographs and other records of Carl J. Ernst, prominent in the Land Department of the Burlington and Missouri River Railroad in Nebraska.

NEVADA

Word has been received that \$2,000 in planning funds have been allotted by the Federal Works Agency to the Nevada State Historical Society. The funds will be used in the planning of a new structure for the society, which is now housed in the basement of the State Building. Tentative plans call for a building to be erected on the northeast corner of Evans park in Reno.

NEW JERSEY

The New Jersey State Board of Education approved the appointment by Education Commissioner, John L. Bosshart, of Sidney Goldmann, as Head

of the Archives and History Bureau of New Jersey, at its meeting held January 7. The Bureau is part of the Division of the State Library, Archives and History, in the State Department of Education, having been set up under chapter 50 of the Laws of 1945.

NEW YORK

Manuscripts recently acquired by The New-York Historical Society include the following:

A volume containing James Lloyd's accounts, 1676-1684, with retained copies of letters and documents about Lloyds Neck, L.I., 1684-1689, and accounts of his son, Henry Lloyd, relating to the development of the Manor of Queens Village, Lloyds Neck, 1710-1731; manuscript account (in French) by the Chevalier de Meyronnet Saint Marc, of the Siege of Savannah by the French forces under Count d'Estaing, Sept. 1779; orderly book kept at the Headquarters of Lt. Col. Marinus Willett of the 3d N. Y. Regt., Feb. 17, 1777-May 21, 1778; orderly book of Captain Cornelius Van Wyck's Company, of Col. Jacobus Swartwout's regiment of N. Y. Militia, Kingsbridge, N. Y., Aug. 6-Sept. 30, 1776; original journal and agenda kept by William Wickham, lawyer of Orange County, New York, July 1759-December 1767; record book of William and George D. Wickham, of Orange County, consisting of copies of indentures, land deeds, of Orange County, 1793-1819; record book giving in full hundreds of property boundaries in Orange and Ulster Counties, 1767; letters and papers of Hon. Daniel Ullmann of New York, 1830-1885; manuscripts of about 220 speeches made by Hon. Henry E. Howland, 1868-1910; and a bicycling diary, 1893-1896, of Arthur Penrhyn Stanley Hyde.

OHIO

Among the recently acquired manuscripts in the Ohio State Archaeological and Historical Society are the following: Autographs of the members of the Ohio Constitutional Convention of 1850-51; quarters and fire bill of the *Confederate States Steamer Tennessee*; Charles Ely family papers, Elyria, Ohio, 1840-1880; first draft and printed copy of *General instructions to his deputies by the Surveyor General of the United States for the states of Ohio and Indiana and the Territory of Michigan*, 1833, compiled by Samuel Williams, chief clerk in the Ohio office; John J. Janney collection on temperance societies, Ohio politics and family history, Springboro and Columbus, Ohio, 1830-1905; drawings of the Ohio State Capitol given by the Ohio Department of Public Works; papers of the 89th, 122d and 128th Ohio Volunteer Infantry in the Civil War; a list of persons employed, 1824-25 by John Johnston, U. S. Indian agent at Piqua, Ohio, and an abstract of presents issued to the Indians by him, 1824-25.

OREGON

On April 8, Earl Snell, Governor of Oregon signed the last of four bills establishing a records program for Oregon. House Bill 485, which creates the office of State Archivist in the State Library, defines that officer's duties and powers. David C. Duniway, who was appointed State Archivist, in January of 1946, has been functioning under an opinion of the Attorney General, which allowed him to collect records for the use of government agencies, but did not further define his activities. The records disposal laws, House Bills 483 and 484, are modeled upon previous state laws which they repeal. The

authorization of the state archivist for the disposal of state records is not required since the Board of Control already uses the advisory services of that officer. Senate Bill 256 provides for photographic reproduction of records.

David C. Duniway, Oregon State Archivist, announces the appointment of Herbert J. Salisbury as Secretary to the Archivist. Mr. Salisbury saw service in the Navy during the late war, and is a graduate of the Oregon College of Education.

PENNSYLVANIA

The Historical Society of Western Pennsylvania recently acquired a considerable collection of Westmoreland County records, 1779-1850. They were purchased for the Society by A. E. Moredock from a dealer who "apparently acquired them as a result of one of those courthouse housecleanings that in the past at least have too often dispersed historically valuable records." The collection has not yet been organized, but a sampling of the material reveals such documents as court calendars, jury lists, constables reports, debtors petitions, tavern licenses, surveyors warrants, indentures, lists of voters, election returns, militia records, bridge permits, and wolf bounties.

The Department of Military Affairs of Pennsylvania has been authorized to collect and preserve "Selective service and other war records, such records to be housed in a newly constructed building, if adequate space is not obtainable in present public buildings." The legislature appropriated \$500,000 for the purpose, but the Governor approved the expenditure of but \$150,000 currently, giving as his reason for the cut "the insufficiency of the State revenue."

TEXAS

The Senate State Affairs Committee reported favorably on February 12 a bill to create a Records and Microfilming Division in the State Library and to make the Library Commission the custodian of noncurrent records.